



Synergy DOE Maine Training Guide

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July 2017



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The screens, procedural steps, and sample reports in this manual may be slightly different from the actual software due to modifications in the software based on state requirements and/or school district customization.

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About This Manual

Edupoint Educational Systems, LLC. develops software with multiple release dates for the software and related documentation. The documentation is being released in multiple volumes to meet this commitment.

Conventions Used in This Manual

- **Bold** indicates user interactions such as a button or field on the screen.
- *Italics* indicates the option to select or text to enter.
- Notes, Tips, References, and Cautions appear in the margin to provide additional information.



Notes provide additional information.



Tips suggest advanced techniques or alternative ways of approaching the subject.



References list another source of information, such as another manual or website.



Cautions warn of potential problems. Take special care when reading these sections.

Before You Begin

Before installing any of the Edupoint family of software products, please be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements.

Software and Document History

Document Version	Release Date	Software Release	Description
1.0	July 2017	10.05	Initial release of this document

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Chapter 1: Overview

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Overview of Synergy DOE

The Synergy DOE software allows users from multiple districts and schools to manage student information required for state reporting purposes. This guide provides instruction on using Synergy DOE, including how to navigate the application and find information. This guide also details the screens used for manual data collection and contains information on how to upload existing data to Synergy DOE for validation.

Synergy DOE contains the following modules:

- Attendance – This module contains truancy records for students on the Student Truancy Summary screen.
- Course History – This module contains student proficiency and CTE information on the Proficiency Based Education screen and Student CTE screen, respectively.
- Discipline – This module contains discipline incidents on the Student Discipline screen.
- ME – This module contains reporting uploads on the State Reporting Status screen.
- Parent – This module contains parent/guardian information on the Parent screen.
- Student – This module contains student demographic and enrollment data on the Student screen.
- Student Programs – This module contains student program information on the Free and Reduced Meals screen and Special Ed Student Services screen.
- User Preferences – This module contains a link to the Synergy DOE Home Screen and the User Password and Preferences screen.

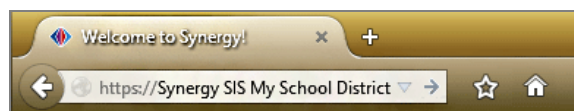
Connecting to Synergy DOE

Before accessing Synergy DOE, make the following changes to the web browser (Internet Explorer, Firefox, etc.) so that Synergy DOE works correctly:

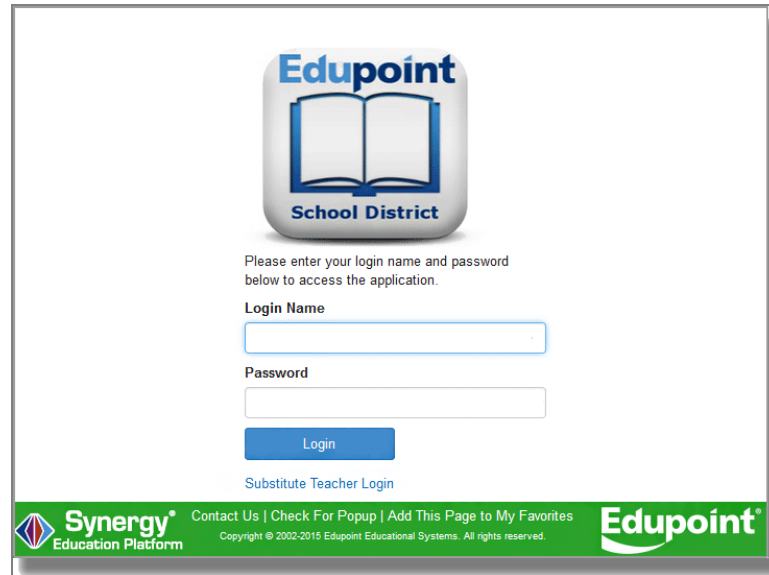


- The Google toolbar, Yahoo toolbar, or any other extra toolbar prevents Synergy DOE from working correctly. If any of these extra toolbars are installed, please uninstall them.
- The pop-up blocker blocks certain Synergy DOE screens. Please either turn off the pop-up blocker or set it to allow pop-ups.

1. Open a new browser window.
2. Navigate to the web address of the Synergy DOE web server to access the Synergy DOE system. The Synergy DOE login screen displays.



Synergy SIS Web Address



The login screen features the Edupoint School District logo at the top. Below it, a message asks the user to enter their login name and password. There are two input fields: 'Login Name' and 'Password'. A blue 'Login' button is positioned below the password field. A link for 'Substitute Teacher Login' is located below the login button. At the bottom, there is a green banner with the Synergy Education Platform logo, contact information, and the Edupoint logo.

Please enter your login name and password below to access the application.

Login Name

Password

Login

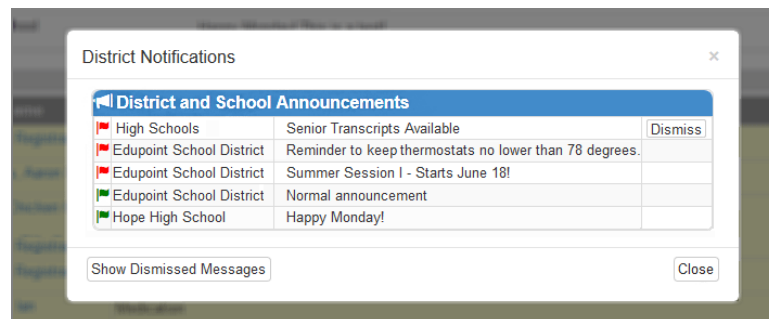
[Substitute Teacher Login](#)

Synergy Education Platform Contact Us | Check For Popup | Add This Page to My Favorites **Edupoint**

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Synergy Login Screen

3. Enter your **Login Name** and **Password**.
4. Click **Login** or press the Enter key. Initially, a pop-up screen displays district and school announcements.



The District Notifications screen is a pop-up window titled 'District Notifications'. It contains a table of announcements. The first row is a header 'District and School Announcements'. The table lists four announcements from various schools, including 'Senior Transcripts Available', 'Reminder to keep thermostats no lower than 78 degrees.', 'Summer Session I - Starts June 18!', and 'Normal announcement'. Each row has a 'Dismiss' button. At the bottom, there are buttons for 'Show Dismissed Messages' and 'Close'.

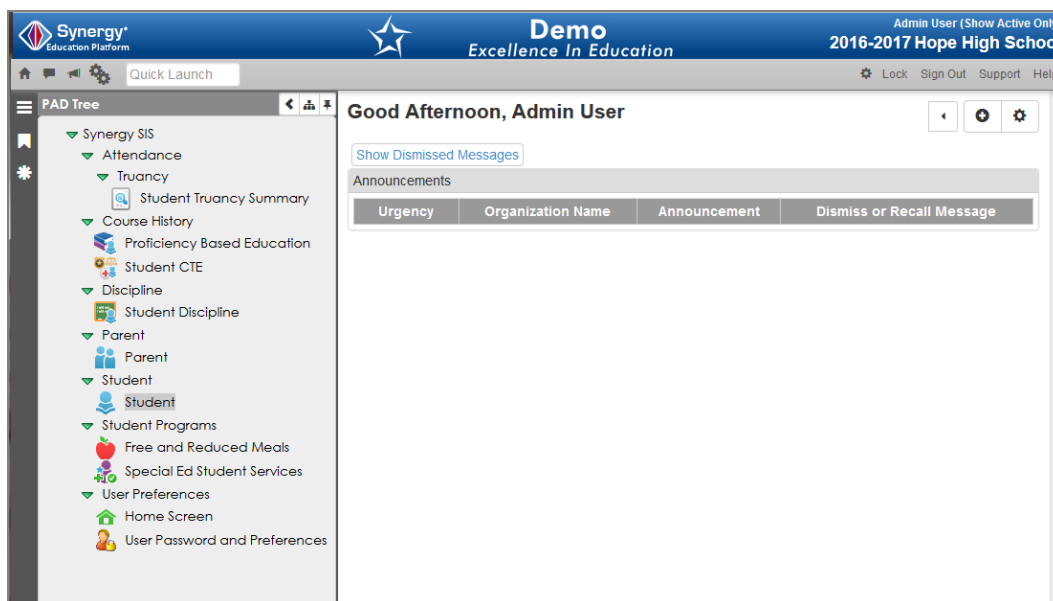
District and School Announcements		
High Schools	Senior Transcripts Available	Dismiss
Edupoint School District	Reminder to keep thermostats no lower than 78 degrees.	
Edupoint School District	Summer Session I - Starts June 18!	
Edupoint School District	Normal announcement	
Hope High School	Happy Monday!	

Show Dismissed Messages Close

District Notifications Screen

5. Click the **X** at the top right or click **Close** at the bottom right.

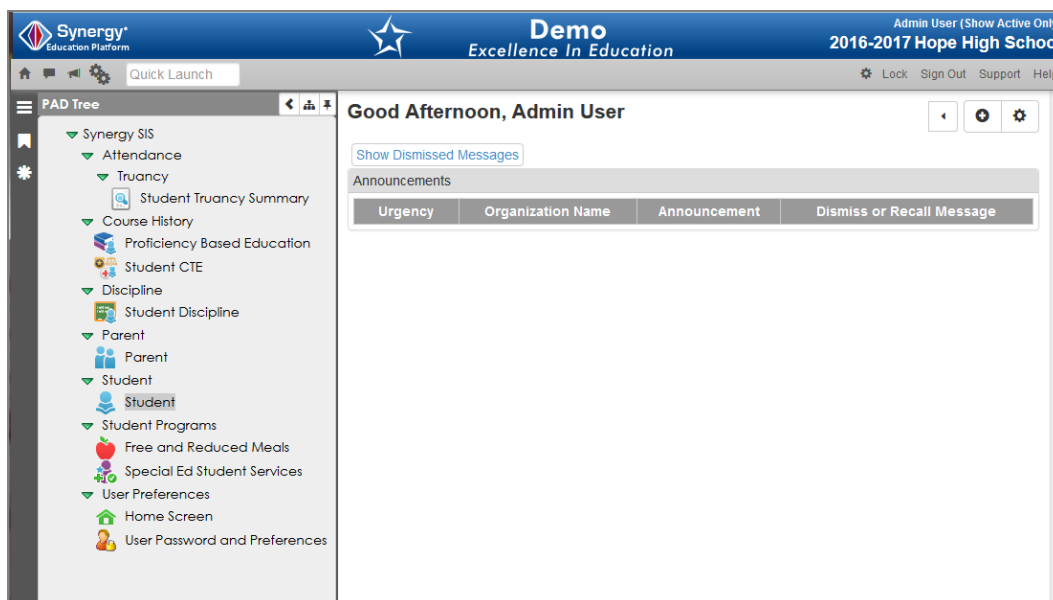
The Synergy DOE Home Page displays district/school announcements and contains options and the navigation panel.



Synergy DOE Home Page

Parts of the Synergy Screen

The main areas of the Synergy DOE screen are the Title Bar, Action Bar, Content Area, Primary Navigation Panel, Product Navigation Tree Panel, Bookmarks Panel, History Panel, and Feedback Button.



Synergy DOE Home Screen

Title Bar

The Title Bar contains the About button, Focus Area, navigation controls, screen options, and support links.



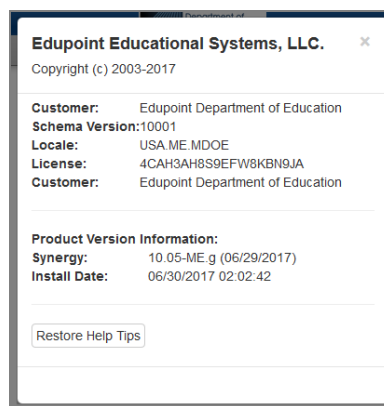
Synergy Title Bar

About System

Clicking on the Synergy logo brings up a small screen that provides the product version information.



Synergy DOE Logo



Synergy DOE About Screen

Focus

Each Synergy DOE user is setup to look at records for a specific school and year by default. The combination of school and year is called the Focus. The Focus sets whether inactive, active or both types of student records display. The user's current focus displays at the top right-hand corner of the screen. Sometimes the user may need to change their focus, either to a different year or to a different school.



Focus Area

To change the focus:

1. Click the focus area. The Change Focus screen opens.
2. Select the **Year** to change to a different school year or session.

3. Select the **Organization** to select a school from an alphabetized list or click to select from a categorized list.
 - The focus may be set to the district or other organizational grouping; however, student information may only be edited when focused at a school.
 - You can screen the information at the district or other organization group level but you cannot change it.

Admin User (Show only active)
2016-2017 Hope High School

Change Focus

Year: 2016-2017

Organization: Hope High School

- Edupoint School District
 - 1. Elementary Schools
 - 2. Middle Schools
 - 3. High Schools
 - Hope High School
 - Kennedy High School
 - King High School
 - 4. Special Schools

Show Students: ☒ Show Active Only
☐ Show Inactive Only
☐ Show Active and Inactive

Menu Save Cancel

Change Focus Screen

4. Select from **Show Active Only**, **Show Inactive Only**, or **Show Active and Inactive** to change the type of student records displayed.
5. Click **Save** when finished. The screen closes and the Focus changes.

When manually entering data, ensure that your focus is set on the school level.



Admin User (Show only active)
2016-2017 Hope High School

Change Focus

Year: 2016-2017

Organization: Hope High School

- Edupoint School District
 - 1. Elementary Schools
 - 2. Middle Schools
 - 3. High Schools
 - Hope High School**
 - Kennedy High School
 - King High School
 - 4. Special Schools

Show Students: ☒ Show Active Only
☐ Show Inactive Only
☐ Show Active and Inactive

Menu Save Cancel


Synergy DOE Home Screen



Home Icon

To return to the Home page at any time from any screen, click the **Home** icon.



The  icon is not currently active.



Announcements

To view the district and school announcements screen that you saw when you logged in initially, click the **Announcements** link. A number resting in the corner of the icon tells the number of new announcements.

District Notifications

District and School Announcements		
High Schools	Senior Transcripts Available	Dismiss
Edupoint School District	Reminder to keep thermostats no lower than 78 degrees.	
Edupoint School District	Summer Session I - Starts June 18!	
Edupoint School District	Normal announcement	
Hope High School	Happy Monday!	

Show Dismissed Messages Close

District Notifications Screen



Job Queue

After submitting a report of process, the Job Queue shows the status. You can view a snapshot of the status in Job Queue by hovering on this link. A number resting in the corner of the icon represents the number of new jobs in the queue.

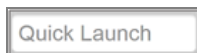


Job Queue Tool

- Click **View** to open the report once the job completes.
- Click **Dismiss** to dismiss the job. You can still view the details of the job from the Job Queue screen.
- Click **Open JobQueue Viewer** to view job details.



For more information, see [Overview of Uploading Records](#).



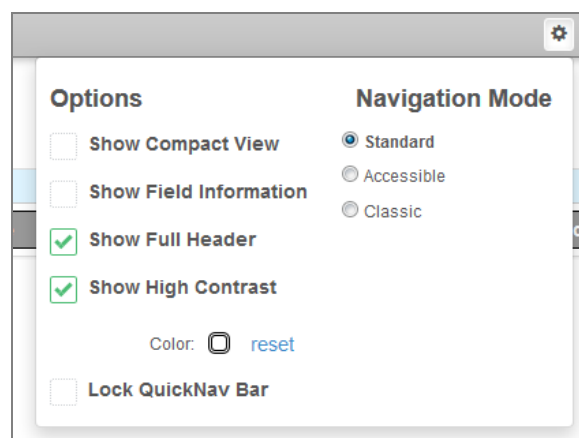
Quick Launch Bar

The Quick Launch Bar provides a quick way to launch a screen by simply typing the name of the screen in the box.



Screen Options

Screen Options provide a quick way to customize the viewing experience. Hover over the icon to view the options. Click the option to select or deselect it.



Screen Options Tool



To maximize the space for data entry, select **Show Compact View**, do not select **Show Full Header** and do not pin the side navigation.

Lock

This locks the Synergy DOE screen. You must re-enter the password to access the screen, similar to the screen lock in Windows. This is helpful when the user needs to leave their desk momentarily and does not want to lose their work, but the information needs to remain secured.

Sign Out

Click this link to log out of Synergy DOE and return to the Login page.

Support

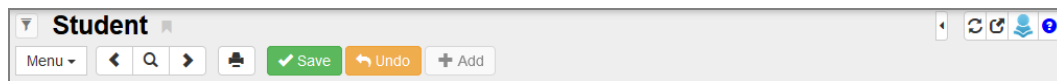
This links to a page with information about how to receive support for the Synergy DOE system.

Help

This links to the online help system. The online help is a separate installation.

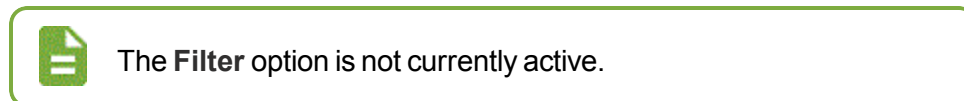
Action Bar

The Action Bar contains icons, buttons, and indicators for various functions specific to a screen currently displayed.

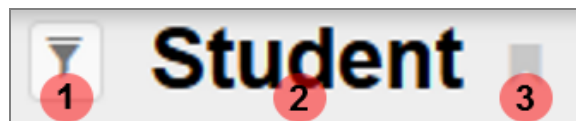


Synergy Action Bar

1. Filter



2. **Screen Name** – The name of the screen is always displayed in the title area of each screen. The Screen Name can be used in the Quick Launch bar to navigate to a particular screen.
3. **Bookmark** – Bookmark any frequently used screen, report, or process by clicking the bookmark to the right of the screen title for quick access later.



Synergy Action Bar

4. **QuickNav** – The QuickNav bar stores icons for screens selected by the user as shortcuts. Display or hide the icons in QuickNav by clicking the arrow.
5. **Refresh** – This refreshes the data in current screen.
6. **Detach** – This opens the screen in a separate browser window. In a detached screen, all of the normal functions in the screen still work such as entering information in fields. An unlimited number of detached screens may be opened.
7. **About** – This shows information about the current screen in view.

8. Help



The **Help** option is not currently active.



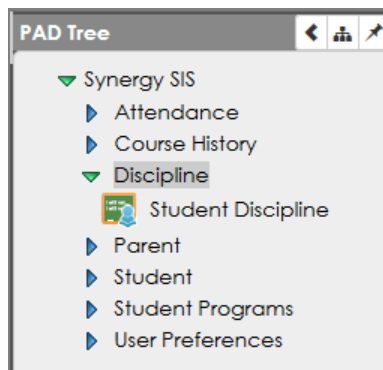
Synergy Action Bar



If you select anything outside of the Comment field or action bar, the Comment field returns to the original size.

Product Navigation Tree Panel

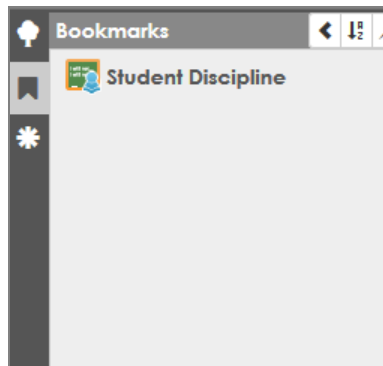
The Product Navigation Tree (PAD Tree) contains a tree structure that shows all of the screens and reports that can be accessed.



Synergy Pad Tree Panel

Bookmarks Panel

Bookmark any frequently used screen, report, or process by clicking the bookmark to the right of the screen title for quick access later.



Synergy Bookmarks Panel And Button

Navigation Options

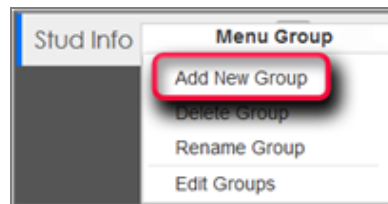
There are several options for navigating within Synergy DOE.

The Primary Navigation (Navigation), Product Navigation Tree (PAD Tree), Bookmarks, and History panels are accessed from the side of the any Synergy screen. This guide focuses on the PAD Tree, Quick Launch menu, and Bookmarks.

Navigation

Creating a Custom Toolbar Group

1. Right-click on a group name and a drop-down menu opens.



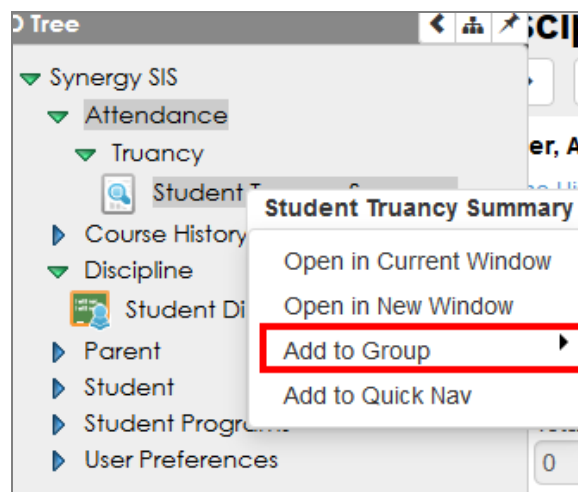
Synergy Navigation Panel – Menu Group – Standard Mode

2. Choose **Add New Group**.
3. Enter a name for the new group in the box.
4. Click **Save**.

Managing Toolbar Groups

You can rename or delete the toolbar group by right-clicking on the group name and choosing the desired option. To add a single icon to a group in both the Standard and Classic modes:

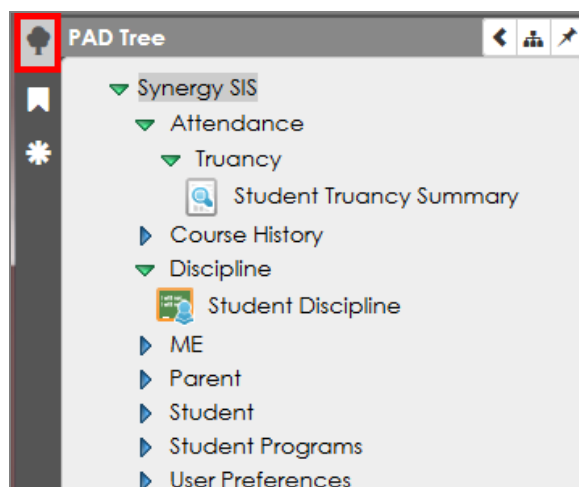
1. Locate the screen or report to add in the PAD Tree.
2. Right-click on the title or icon and choose **Add to Group ...** from the drop-down menu.



Synergy PAD Tree Panel

3. Select the desired group.

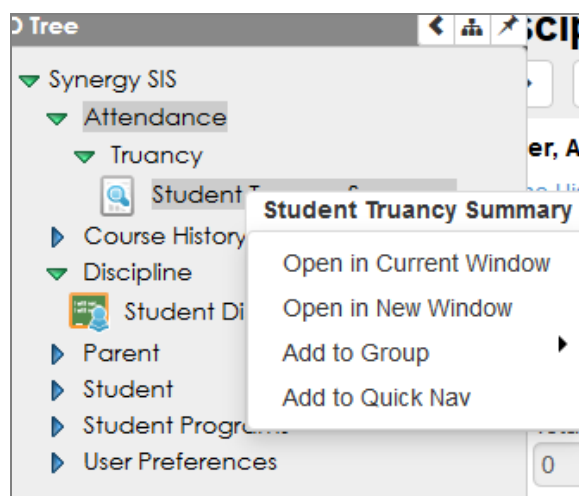
Product Navigation Tree Panel (PAD Tree)



Synergy PAD Tree

The Product Navigation Tree or PAD Tree lists all screens you can access.

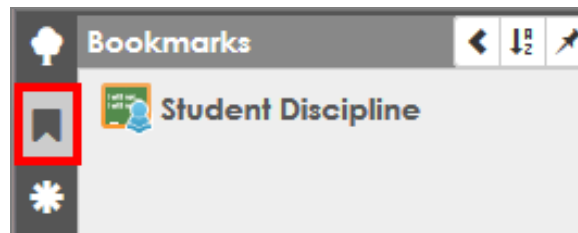
1. Click on the name of the module or the blue triangle next to it to expand the folder and view its contents. When you click a triangle, it turns green and points downward.
2. Continue clicking on the names/triangles until the desired screen or report displays.
3. Click on the screen name or icon to show it in the content area.
4. Right-click on the screen name or icon and additional options display.



PAD Tree Options

- **Open in Current Window** – Opens the screen in the content area.
- **Open in New Window** – This option opens the screen in a new detached window.
- **Add to Group** – This option places an icon link in the selected Navigation Toolbar group.
- **Add to Quick Nav** – If this option is available, it places an icon link above in the Quick Nav bar.

Bookmarks Panel



Synergy Bookmarks Panel

- Bookmark any frequently used screen, report, or process by clicking the bookmark to the right of the screen title.



Student Screen

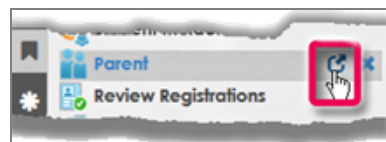
Once you bookmark a screen, the bookmark icon turns blue.

- To remove a bookmark, hover over the title and click the X.



Synergy Bookmarks Panel

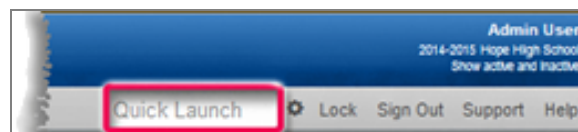
- To open the screen in a separate window, hover over the title and select the detach screen icon.



Synergy Bookmarks Panel

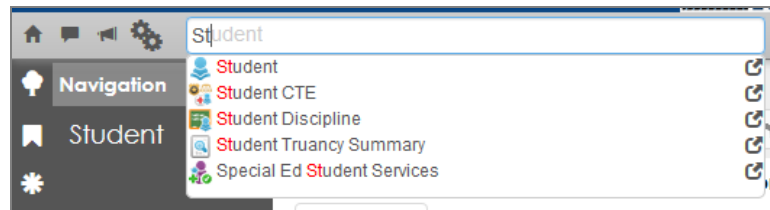
Quick Launch

The Quick Launch bar provides a quick way to “launch” a screen or report by simply typing the name of the screen in the box.



Synergy Quick Launch

- Entering just a few letters displays the screens available that match. Scroll down to select a screen. If the screen does not display, select **More...**



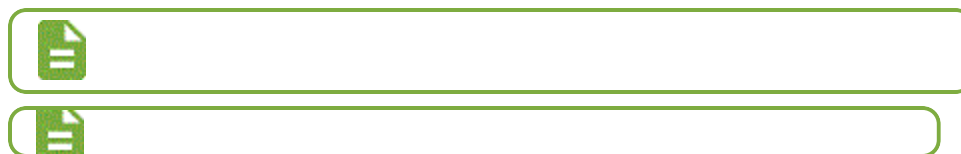
Synergy Quick Launch

Synergy How-To

Use Keyboard shortcuts

These keyboard shortcuts are helpful to move quickly through the screens in Synergy DOE, particularly when entering a large amount of records.

Combination Keys	Action
Control + A	Add
Control + S	Save
Control + D	Delete
Control + F	Find
Control + Z	Undo
Control + Q	Sign Out
Control + Right Arrow	Scroll Fwd 1 Record
Control + Down Arrow	Scroll Fwd 1 Record
Control + Left Arrow	Scroll Back 1 Record
Control + Up Arrow	Scroll Back 1 Record
Up Arrow	Scroll Up (screens/lists)
Right Arrow	Scroll Up (lists)
Down Arrow	Scroll Down (screens/lists)
Left Arrow	Scroll Down (lists)






Use the Find Foreign Key


The Find Foreign key opens a Find: screen to locate records.

Student CTE Program Add
Student Name: **Aaron, Ian**

✓ Save ✕ Close

CTE Program


CTE Program Title  Start Date  End Date 

CTE Program Code Exit Status 

CTE Attributes

☐ Displaced Homemaker
☐ Single Parent

Student CTE Program Add Screen

1. Click . The Find: screen opens.
2. Enter partial or complete data in any Find Criteria field.
3. Click **Find** or press the Enter key. The Search Results displays a list of records matching the criteria entered.
4. Click anywhere on appropriate record to highlight.
5. Click **Select**. The Find: screen closes and the record selected displays in the field.

Find: CTE Program

Find Close Select Clear Selection

Search Results

Find Criteria

Title Code Tech Prep

Graphic

Find Result


Line	Title	Code	Tech Prep
1	Graphic & Printing Equipment Operator, General Pro	10.0305	<input type="checkbox"/>
2	Graphic Design	50.0409	<input type="checkbox"/>

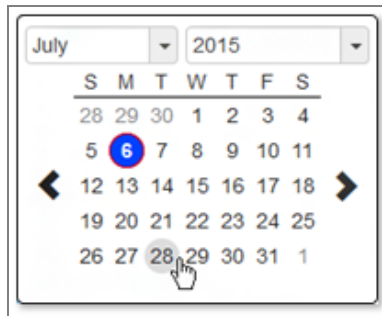
Find: Staff Screen



Find screens close when you change the focus to a different school or node. The focus change does not affect any detached screens, however. The detached screens continue to return values based on the originating school focus.


Enter Dates

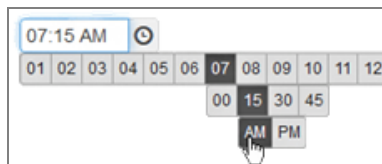
You can enter dates by typing the numerals of the dates. For example, typing 052215 and pressing the Enter key results in 05/22/15. You can also click  and select the date. Today's date is highlighted in blue.



Synergy Calendar

Enter Time

You can enter the time by typing the numerals of the time. The system formats the field once entered. For instance, 900 formats as 9:00 AM. You can also click  and select the time.



Synergy Clock

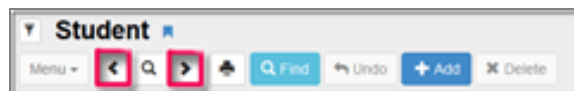
Finding and Sorting Records

Scroll to Find Records



The following examples show how to search within the Student screen, but these same techniques work with any screen in Synergy DOE.

1. Click > to advance to the first student record. Records sort alphabetically by the first field on the screen, which is Last Name in this case. The first student to appear most likely has a last name beginning with A.



Synergy Scroll Buttons

2. Click < to scroll in reverse alphabetical order by the first field on the screen.
3. Continue scrolling until the desired record displays.



The focus set in the upper right-hand corner of the screen controls the available records when scrolling or finding. For example, if you set the focus to show only active students, you cannot find an inactive student's records by scrolling or finding. You must change the focus to display inactive students for those records to appear when scrolling or finding records.

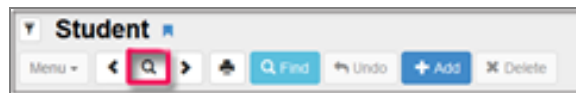
Search by Primary Field

While scrolling can be a good way to find a specific record in a small group of records, it can be cumbersome to scroll through many records.

Find Mode

Using Find mode can make it easier to find the exact record when searching through large groups of records.

1. Click **Find Mode**.



Synergy Find Mode Button



Screens open in Find mode when you log in to Synergy DOE. The fields display in yellow to indicate that the screen is in Find Mode. Once you select a student record, that student's records appear in all of the student-related screens. For example, if you look at a student's records in the Student screen, then select the Student Discipline screen, that student's records also display without you having to search for them.

Student Screen



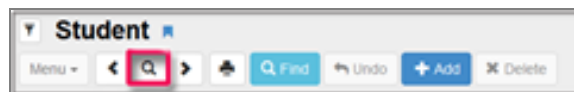
When you click **Find Mode**, all data clears from the screen. Make sure to save any changes before clicking **Find Mode**.

2. Enter all or part of the **Last Name**.
3. Click **Find** or press Enter.
 - If no last name contains the letters entered, the next record closest to the searched name displays.
 - If the letters entered for the last name match all or part of a student's last name, the first student with the last name matching the entered information displays. For example, if you entered the last name *Doe* and more than one student with the last name *Doe* is available, the screen shows Jane Doe's information, since Jane Doe is alphabetically listed before Janet Doe.
4. Scroll to find the other students with the same last name.
 - If the letters entered match the first part of a student's last name, that record displays if no record matches the exact letters entered. For example, if you entered *Doe* but no students have the last name *Doe*, a student named Doerner shows instead.
 - If the letters entered do not match the first part of a last name but they are contained in another last name, that name displays. For example, if you enter *Der* and no last names begin with *Der*, Moldero displays.

Search Using Multiple Fields

In some cases, you may find it more effective to search for a student using more than one piece of information. For example, maybe there are several students with the last name Smith. To search for students using multiple fields:

1. Click **Find Mode**.



Find Mode Button

2. Enter all or part of the student's **Last Name** and all or part of the student's **First Name** in the screen.
3. Click **Find** or press Enter.
 - The first student who matches the last name and first name entered displays. For example, if you enter the last name *Smith* and only *J* for the first name, it pulls up John Smith's record before Juan Smith's record.
 - If the last name exists but no student has a matching first name, the first student whose first name contains the letters entered for the first name displays. For example, if you enter *Smith*, *R* but no student has a first name beginning with *R*, it pulls up Harry Smith's records.
 - If no last name contains the letters entered, the next record closest to the searched name appears.



Although you can complete any or all fields to search for a student, it is generally best to start with just the last name, to see if matching records exist at all. You can then conduct other searches with additional information to narrow down the number of records.

Search Using Find Result

As long as you enter some information in the primary field, Find Mode always tries to match the criteria entered to a specific record in the Synergy DOE database and bring up the record in the main screen. However, two other search methods can bring up a list of records in a grid where you can select the record manually. This grid is in the Find Result screen.

Line	Last Name	First Name	Middle Name	Perm ID
1	Smith	Christian		997168
2	Smith	Juan		997110
3	Smith	Katie		997261
4	Smith	Matt		997262
5	Smith	Theresa	A	997194
6	Smith	Theresa	J	997195

Find Result Screen

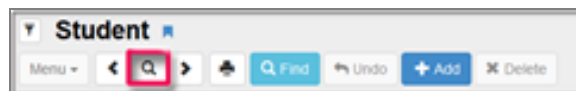
The Find Result screen displays when you enter information in a secondary field and nothing in the primary field of the screen or when you use an asterisk in any field.



Find screens close when you change the focus to a different school or node. The focus change does not affect any detached screens, however. The detached screens continue to return values based on the originating school focus.

Search Using Secondary Fields

1. Click **Find Mode**.



Find Mode Button

2. Enter all or part of the search criteria on any field or fields, on any tab, except the primary field. For example, enter the student's **First Name** to list all students with that first name.

The screenshot shows the 'Student' screen with the following elements:

- Header:** 'Student' title, navigation icons, and buttons for 'Find', 'Undo', and 'Add'.
- Search Bar:** 'Student Name: School' with a search icon.
- Tabs:** 'Demographics', 'Parent/Guardian', 'Enrollment', and 'Enrollment History'.
- Form Fields:**
 - Last Name: [Empty]
 - First Name: [tan]
 - Middle Name: [Empty]
 - Suffix: [Empty]
 - State Student ID: [Empty]
 - Grade: [Empty]
 - Gender: [Empty]
- Student Information Section:**
 - Home Language: [Empty]
 - Alias: [Empty]
 - Birth Date: [Empty]
- Race and Ethnicity Section:**
 - Hispanic/Latino: [Empty]
 - Resolved Race/Ethnicity: [Empty]
 - Race: [Empty]
 - Checkboxes:
 - ☐ Asian
 - ☐ American Indian or Alaska Native
 - ☐ Black or African American
 - ☐ Native Hawaiian or Other Pacific Islander
 - ☐ White

Student Screen

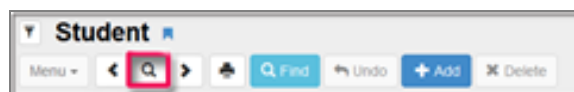
3. Click **Find** or press Enter. The Find Result screen opens listing all students that match the entered criteria.



Find screens close when you change the focus to a different school or node. The focus change does not affect any detached screens, however. The detached screens continue to return values based on the originating school focus.

Search Using *

1. Click **Find Mode**.



Find Mode Button

2. Enter all or part of any field or fields on any tab. Then enter an asterisk (*) either in a field by itself or with the text in a field. For example, if you want to find all the students whose first name starts with A, enter A in the **First Name** field followed by an asterisk (*).

The screenshot shows the 'Student' screen with a search bar at the top containing 'Find', 'Undo', and 'Add' buttons. Below the search bar are tabs for 'Demographics', 'Parent/Guardian', 'Enrollment', and 'Enrollment History'. The 'Demographics' tab is active, showing fields for 'Last Name', 'First Name' (containing 'A*'), 'Middle Name', 'Suffix', 'State Student ID', 'Grade', and 'Gender'. Below these fields are sections for 'Student Information' (Home Language, Alias, Birth Date) and 'Race and Ethnicity' (Hispanic/Latino, Resolved Race/Ethnicity, and a list of race checkboxes including Asian, American Indian or Alaska Native, Black or African American, Native Hawaiian or Other Pacific Islander, and White).

Student Screen

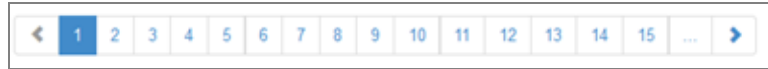
- The placement of the asterisk (*) in the field controls how the existing information entered in the field matches to the records.
 - If you place the asterisk (*) before the text, the text must match exactly in the field.
 - If you place the asterisk (*) after the text, it matches any records that start with that text in the field.
 - If you place the asterisk (*) in the middle of the text, the field must start with the text before the asterisk (*) and end with the text following the asterisk (*).
 - If you enter text in the primary field and enter only asterisks in any other field, the Find Result screen does not open. You must use at least one asterisk in a field with text to open the Find Result screen. You may also place asterisks in other fields to include them in the Find Results screen.
- 3. Click **Find** or press Enter to view the results. The Find Result screen opens in a separate screen, listing all students who match the entered criteria.



Find screens close when you change the focus to a different school or node. The focus change does not affect any detached screens, however. The detached screens continue to return values based on the originating school focus.

Selecting the Record

If more than one page of records match the criteria, the additional page numbers display at the bottom of the Find Result screen.



Find Result Screen

1. To display a specific page, click on the **Page Number**. To advance to the next page, click **>**. To see additional page numbers, click on the **...** link.
2. Hover your mouse over a page number to view the index of the records displayed on that page.



Find Result Screen

3. Click anywhere on the line of the desired student record. The line highlights and the information displays on the Student screen.
4. To show a different student's record, click anywhere on that record.
5. To select a record, double-click anywhere on the line. The Find Result screen closes.

Sort

Throughout Synergy DOE, there are sections of pages known as grids. These grids show multiple records in rows and columns, similar to a spreadsheet.

Proficiency Based Education

Menu | Search | Save | Undo

Student Name: **Aaron, Ian** School: **Hope High School**

Proficiencies

Last Name: **Aaron** First Name: **Ian** Middle Name: Suffix: State Student ID: **12345** Grade: **09** Gender: **Male**

Student Proficiencies

Line	Proficiency Area	School Year	School Name
1	English Language Arts	2016-2017	Hope High School
2	Career and Education Development	2016-2017	Hope High School
3	Social Studies	2016-2017	Hope High School
4	A Self-Directed and Lifelong Learner	2016-2017	Hope High School

Proficiency Based Education Screen

Each of these grids sorts by the first column of information by default, usually in ascending order. However, you can sort the grids by any of the columns in either ascending or descending order.

- Click on the top arrow in any column to sort a grid in ascending order (smallest to largest, earliest to latest, A to Z).
- Click on the bottom arrow in any column to sort a grid in descending order (largest to smallest, latest to earliest, Z to A).

The current sort order is indicated by the selected triangle turning bright green.



The customized sort order is not saved and the grid reverts to the default sort if you bring another screen into focus. The sort order does save when switching between tabs of the same screen.

List Options

When selecting from long drop-down lists, Synergy DOE provides three different options that determine the behavior of the match when a user uses the keyboard to locate a value. The values entered display in red.

Match items by single letter

The system matches by the first letter entered. For instance, if in a State list a user enters *M* and then *I*, the values **Maine** and then **Idaho** are selected.

Match items by sequence of letters

The system matches to a sequence of letters. If in a State list a user enters *M* and then *I*, the values **Maine** (the first M state) and then **Michigan** (the first MI state) are selected.

Hybrid match strategy

Once the sequence typed has no match, the system matches by the last character typed. If in a State list a user enters *M*, then *I*, and then *D*; the values **Maine** (the first M state), then **Michigan** (the first MI state), and then **Delaware** (the first D state) are selected.

Student Proficiencies					+ Add	
×	Line	Proficiency Area	↕	School Year	School Name	↕
	1	English Language Arts	▼	2016-2017	Hope High School	
	2	Career and Education Development	▼	2016-2017	Hope High School	
	3	Social Studies	▼	2016-2017	Hope High School	
	4	A Self-Directed and Lifelong Learner	▼	2016-2017	Hope High School	
	5	Health Education and Physical Education	▼			
		Health Education and Physical Education				
		Mathematics				

Drop-down List Option – Match Items By Sequence Of Letters Example

Chapter 2: Uploading Records

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Overview of Uploading Records

Districts can upload records to Synergy DOE directly instead of manually entering them. This process imports the provided records into the screens within Synergy DOE as well as providing the records for state reporting.

Uploading Considerations

What format do files need to be in for upload?

Files can have any name, but must use .TXT or comma-delimited .CSV format.



If a district no longer owns the student in question, CTE records cannot be updated when resubmitted. Student ownership is not necessary for Truancy records, so historical truancy records can update even if the student is no longer attending within the district.

Viewing Uploaded Records

The State Reporting Status screen displays the latest record uploaded of each file type. It provides the date and time of the last upload, the **Last Updated** time, the total **Row Count**, the **Success Count** and **Errors** for each file, the **Status** of the file, and the validation **Results**.



When focused to a school in the district, all district files display. When focused to the State, all files for all districts display.























State Reporting Status

Menu

Summary

Upload History

Uploads

File		Summary						Error Log
		Last Upload Date Time	Last Updated	Row Count	Success Count	Errors	Status	
Student Personal		07/02/2017 20:49:00					Pending	
Student Enrollment		07/02/2017 20:48:00					Pending	
Attendance		07/07/2017 14:21:00					Pending	
Truancy		07/02/2017 20:49:00					Pending	
FRAM		07/02/2017 20:48:00					Pending	
EL		07/09/2017 14:37:00	07/09/2017 14:37:00	2	2	0	Complete	
CTE		07/10/2017 16:07:00					Being Processed	
Special Programs		07/02/2017 20:48:00					Pending	
Proficiency		07/07/2017 14:21:00					Pending	
Behavior		07/02/2017 20:49:00					Pending	
State ID Import		07/07/2017 14:21:00					Pending	

State Reporting Status Screen

- Click the link to the **File** to view the latest version of the uploaded file.
- Click the **Results** file to view the import log for that file type.

```
CTE Import Log
Total Students With Errors: 4
Total Errors: 4
Successfully Updated: 0
Total Rows Read: 4
```

CTE Import Log

- If any errors occurred, you can view a separate error log for the validation process. The log displays the **Row Number**, **SAU ID**, **School ID**, **State Student Number**, and **Error** message.

```
CTE Import Error Log
Row Number  SAU ID  School ID  State Student Number  Error
1    123    123      11111      Unable to find a primary key field so record could not be inserted.
2    123    123      22222      Unable to find a primary key field so record could not be inserted.
3    123    123      33333      Unable to find a primary key field so record could not be inserted.
4    123    123      44444      Start Date (01/16/2017) needs to be before or equal to the End Date (10/07/2016)
```

CTE Import Error Log

- Uploading a new version of an existing file replaces the data in the row.
- The following Status types display on the screen:
 - **Pending** – The file is queued to process in the Job Queue.
 - **Being Processed** – The Job Queue is running file.
 - **Complete** – Job Queue processing is complete.

Upload History

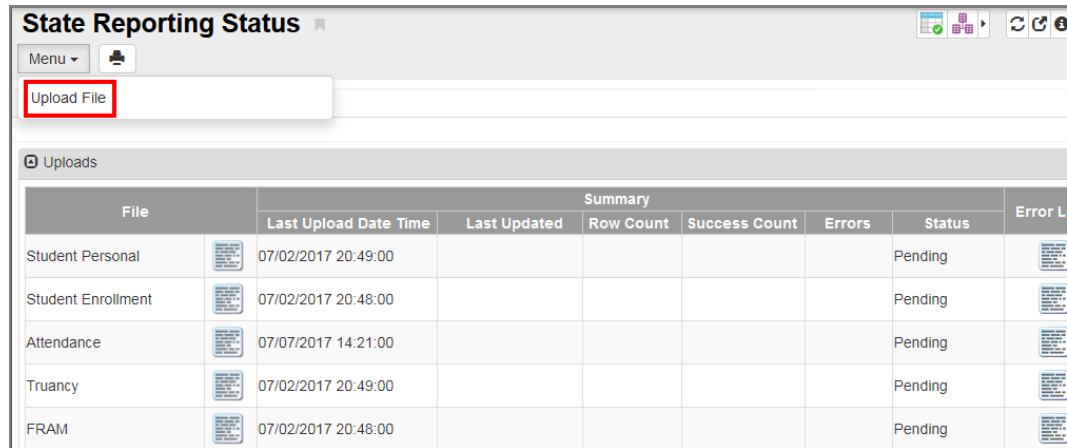
The Upload History tab displays the historical files for each **File Type**. You can view the versions uploaded and the results for each version.

State Reporting Status										
Menu ▾ Save Undo										
Summary Upload History										
File Type ▾										
File Status										
✕	File	Error Count ▾	Status ▾	Summary						
				Upload Date Time ▾	Last Process Date ▾	Row Count ▾	Success Count ▾	Error Count ▾	Status ▾	Error Log ▾
📄	Student Personal		Pending	07/21/2017 14:47:00					Pending	📄

State Reporting Status, Upload History Screen

Uploading Records to Synergy DOE

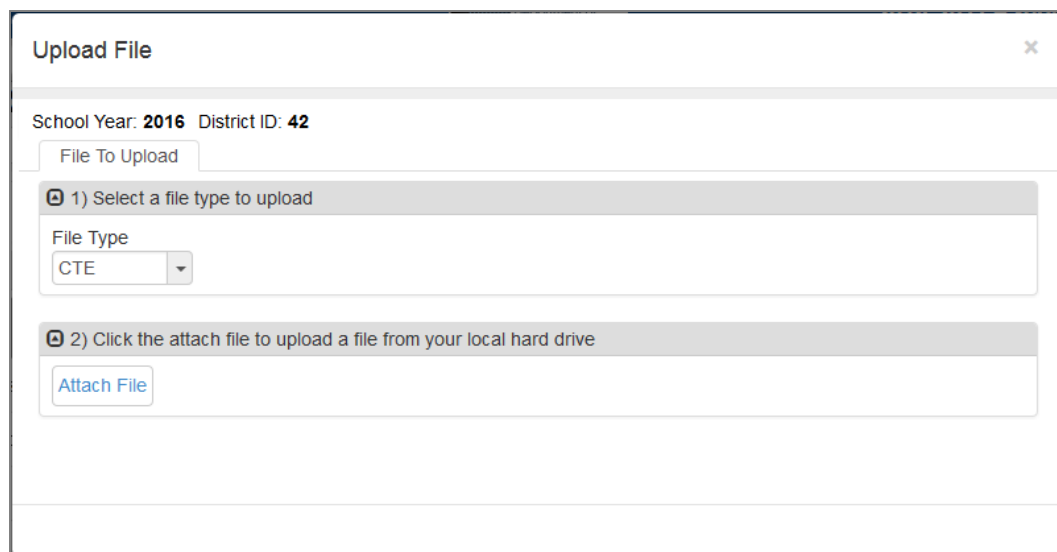
1. Navigate to **Synergy SIS > ME > State Reporting Status**.
2. Select **Upload File** under **Menu**. The Upload File window appears.



File	Summary						
	Last Upload Date Time	Last Updated	Row Count	Success Count	Errors	Status	Error L
Student Personal	07/02/2017 20:49:00					Pending	
Student Enrollment	07/02/2017 20:48:00					Pending	
Attendance	07/07/2017 14:21:00					Pending	
Truancy	07/02/2017 20:49:00					Pending	
FRAM	07/02/2017 20:48:00					Pending	

State Reporting Status Screen

3. Select the **File Type**.
4. Click **Attach File**. The upload window appears.



Upload File

School Year: **2016** District ID: **42**

File To Upload

1) Select a file type to upload

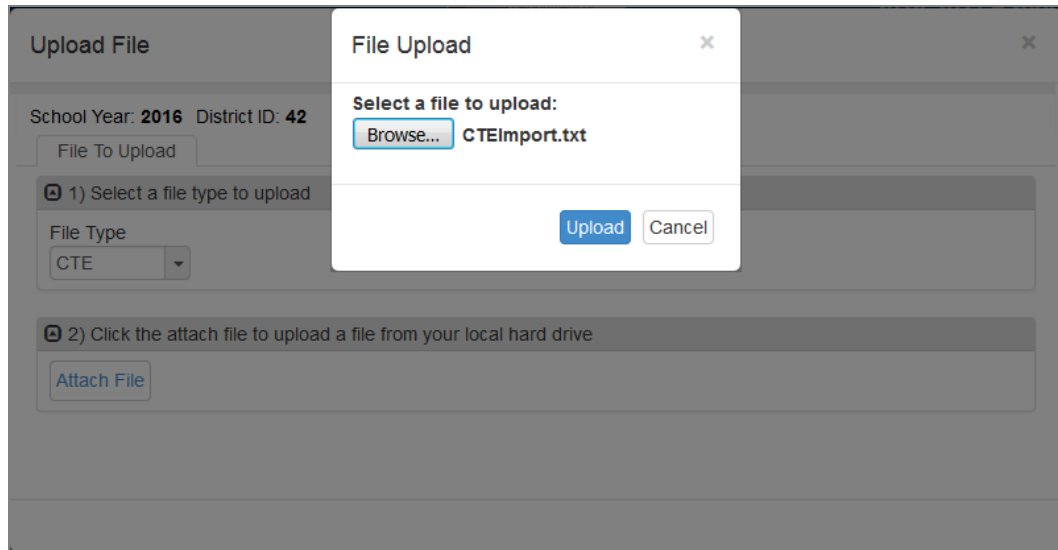
File Type
CTE

2) Click the attach file to upload a file from your local hard drive

Attach File

Upload File Screen

5. Select the file to attach from your computer.
6. Click **Upload**. The window closes.



File Upload Screen

7. Upload additional files, if necessary. Close the Upload File window if finished.


The file appears in the Uploads grid with the **Pending** status if the Job Queue has multiple files queued for processing. If not, the status displays **Being Processed** until finished.

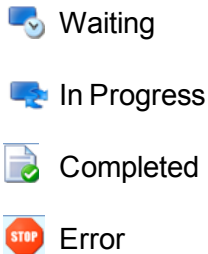
State Reporting Status								
Menu								
Summary Upload History								
Uploads								
File		Summary						Error Log
		Last Upload Date Time	Last Updated	Row Count	Success Count	Errors	Status	
Student Personal		07/02/2017 20:49:00					Pending	
Student Enrollment		07/02/2017 20:48:00					Pending	
Attendance		07/07/2017 14:21:00					Pending	
Truancy		07/02/2017 20:49:00					Pending	
FRAM		07/02/2017 20:48:00					Pending	
EL		07/09/2017 14:37:00	07/09/2017 14:37:00	2	2	0	Complete	
CTE		07/10/2017 16:07:00					Being Processed	
Special Programs		07/02/2017 20:48:00					Pending	
Proficiency		07/07/2017 14:21:00					Pending	
Behavior		07/02/2017 20:49:00					Pending	
State ID Import		07/07/2017 14:21:00					Pending	

State Reporting Status Screen

Job Queue Viewer















Once you submit an upload, its status displays in the Job Queue Viewer. The Job Queue Viewer lists all of the jobs submitted by the user currently logged in to Synergy DOE. You can delete jobs, view the results of the job to print, and view the details of the job itself.

Click the  icon on the Synergy DOE toolbar to open the Job Queue Viewer. Each job displays with its Job ID, Description, and submission and completion date and time. The state of the job is indicated by an icon, as shown below:



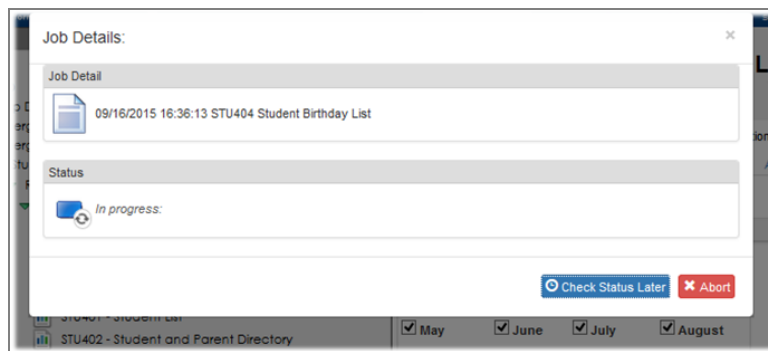
The **Job ID** and **Description** display for each job as well. For reports, these are the report ID and the name of the report.

- To view the result of the job, click the icon in the **Result** column. The results open in a new window, generally in PDF format. For jobs still in progress, clicking the **Result** icon opens the Job Status screen.

Job Queue Viewer							
Job Queue Contents for User: Admin2 User							
Current							
×	Line	Date Submitted	Completed	State	Job ID	Description	Result
<input type="checkbox"/>	1	09/16/2015 09:09:49	09/16/2015 09:09:50		Optin-1	Delete Unused Opted-In Courses	
<input type="checkbox"/>	2	09/15/2015 12:47:30	09/15/2015 12:47:32		QRY801	Query Result Portrait	
<input type="checkbox"/>	3	09/15/2015 10:29:36	09/15/2015 10:29:40		QRY801	Query Result Portrait	
<input type="checkbox"/>	4	09/15/2015 10:28:52	09/15/2015 10:28:54		QRY802	Query Result Landscape	
<input type="checkbox"/>	5	09/14/2015 16:41:35	09/14/2015 16:42:17		QRY801	Query Result Portrait	
<input type="checkbox"/>	6	09/14/2015 15:49:00	09/14/2015 15:49:53		Dashboard_3	DBW: my ddd	
<input type="checkbox"/>	7	09/14/2015 13:24:25			LoadSimulation	Load Simulation	

Job Queue Viewer

- From the Job Status screen, you can cancel the job by clicking **Abort**.
- Click **Check Status Later** to close the Job Status screen. You can still view the job and its results from the Job Queue Viewer screen.



Job Details Screen

- To delete a job from the queue, select the box in its **X** column and click **Save**. To delete all the jobs at a particular state, select the state from the **State Selection** drop-down and click **Delete Jobs**.

State Student ID File

The State Student ID (SSID) is a state required identification number used for all students. Synergy DOE offers the option to upload a bulk file to generate new SSIDs or locate SSIDs for existing students.



- Only new students in the grades **PR**, **PK**, and **KG** can have State Student IDs automatically generated and uploaded to Synergy DOE if using the action code **A**.
- Previous or existing Maine students of grade **1** or higher in the file return their respective SSIDs in results, regardless of action code.
- New Maine students of grade **1** or higher must be added manually using the Student screen.

1. Navigate to **Synergy SIS > ME > State Reporting Status**.
2. Click *Upload File* in the **Menu**.
3. Select *State ID Import* as the **File Type**.

4. Click **Attach File**. The upload window appears.

Upload File Screen

5. Select the file to attach from your computer.
6. Click **Upload**. The window closes.

The file appears in the Uploads grid with the **Pending** status if the Job Queue has multiple files queued for processing. After processing, view the results and any returned SSIDs by selecting the **File** on the State Reporting Status screen.

Chapter 3: Student

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Viewing Student Records

While student information is gathered throughout Synergy DOE, you enter and access the core student address and enrollment information on the Student screen. Across the top of the screen, the student's full name and general demographic information display on every tab.

The screenshot shows the 'Student' screen with the following details:

- Student Name:** Aaron, Ian
- School:** Hope High School
- Demographics:** Last Name: Aaron, First Name: Ian, Middle Name: , Suffix: , State Student ID: 12345, Grade: 09, Gender: Male

Student Screen

Demographics Tab

The **Demographics** tab contains the student contact information. It also lists the student's Home Language, Birth Date, and Race and Ethnicity.

The screenshot shows the 'Demographics' tab with the following sections:

- Student Information:**
 - Home Language: Alias
 - Birth Date: 02/12/2002
 - US Entry Date
 - US School Entry Date
 - Refugee
 - Immigrant
- Race and Ethnicity:**
 - Hispanic/Latino: Non-Hispanic
 - Resolved Race/Ethnicity: White
 - Race: ☒ White, ☐ Asian, ☐ American Indian or Alaska Native, ☐ Black or African American, ☐ Native Hawaiian or Other Pacific Islander
- Home Address:**
 - Address: 123 Main St
 - City: Anytown, State: ME, ZIP Code: 12345
 - Grid Code
 - Effective Date
 - Mail same as Home Address: ☒
 - Map it!
- Mail Address:**
 - Address: 123 Main St
 - City: Anytown, State: ME, ZIP Code: 12345
 - Map it!
- Phone Numbers:**

Line	Primary	Type	Phone	Extension	Contact	Not Listed
1	<input checked="" type="checkbox"/>	Cell	555-555-5555		<input type="checkbox"/>	<input type="checkbox"/>
- Additional Information:**
 - Social Security Number
 - EL Start Date

Student Screen Demographics Tab

- The student's **Home Address** displays with an **Effective Date** so staff know when the address was last updated. The **Map It!** button brings up a Google Maps screen with the student's home address shown.
- The **Mail Address** can match the **Home Address** or you can enter a different mailing address. There is a separate **Map It!** button for the mailing address.

Parent /Guardian Tab

The **Parent/Guardian** tab includes information about the student's parent/guardian(s) and lists any siblings.

Student

Student Name: **Aaron, Ian** School: **Hope High School**

Demographics **Parent/Guardian** Enrollment Enrollment History

Last Name: **Aaron** First Name: **Ian** Middle Name: Suffix: State Student ID: **12345** Grade: **09** Gender: **Male**

Parents and Guardians

Line	Lives With	Relation	Parent Name	Type	Phone
1	<input type="checkbox"/>	Father	Smith, John		

Siblings

Line	Student Name	Gender	Street Address	City	Grade	School
1	Aaron, Jane	Female			10	Hope High School

Student Screen Parent/Guardian Tab

- Clicking the **Parent Name** opens the Parent screen in a separate window with more information about the person.
- Select a parent record and click **Show Detail** to view demographic information.

Parent

Parent Name: **Smith, John**

Demographics **Children**

Last Name: **Smith** First Name: **John** Middle Name: Suffix:

Parent Info

Race and Ethnicity

Hispanic/Latino: Resolved Race/Ethnicity:

Race ☐ ☒

☐ Asian ☐ American Indian or Alaska Native ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander ☐ White

Home Address **Mail Address** **Work Address**

Phone Numbers

Line	Primary	Type	Phone	Extension	Contact	Not Listed

Student Screen Parent/Guardian Tab

- When the sibling is enrolled in the same school, the sibling's **Student Name** is a link to their Student screen that opens in a separate window.

- If the sibling is enrolled in a different school, their information displays in the grid but you cannot access their information directly.

Enrollment Tab

The student's current enrollment information displays on the **Enrollment** tab. Previous enrollments display on the **Enrollment History** tab.

Student

Menu ◯ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo ➕ Add

Student Name: **Aaron, Ian** School: **Hope High School**

Demographics Parent/Guardian **Enrollment** Enrollment History

Last Name First Name Middle Name Suffix State Student ID Grade Gender

Aaron Ian 12345 09 Male

Enrollment Information

Enter Date Start Status Exit Date Exit Type Code Enrollment Type

08/15/2016 01821: Transfer from a public school in the same local education agency

Days Enrolled Days Present Days Excused Absences

175.00 160.00

Military Family

It is unknown whether or not the student is military-connected.

Enrollment Activity

Last Activity Date Effective Date

07/14/2017

Grade FTE Code

09 4: 51-75% of educational time spent at school

Resident SAU Resident Town

Edupoint School District Anytown

☐ Alternative Education Student ☐ Gifted Talented Academic

☐ Homeless Unaccompanied Youth ☐ Gifted Talented Artistic

Homeless Night Time Residence ☐ Bilingual Services

☐ Sheltered English

Fiscal Responsibility ☐ Heritage Language Services

Resident of School Unit ☐ Home Schooled

☐ Section 504 Plan

☐ Title 1A Math

☐ Title 1A ELA

No Show Withdrawal

No Show Code No Show Date

Student Screen, Enrollment Tab

Enrollment Information

- The student's **Enter Code** and **Start Status** for this enrollment.
- The student's **Exit Code** and **Exit Date** describe the reason for withdrawing and the date they withdrew.
- The **Days Enrolled**, **Days Present**, and **Days Excused Absences** track student attendance.

Enrollment Activity

- **Last Activity Date** shows the date the enrollment was changed or entered. This is a system-generated date and you cannot change it.

- **Effective Date** is the date the change is effective, generally the same as the **Enter Date**.
- **FTE Code** is the code assigned for the student's full-time equivalent level.
- **Resident SAU** is the district where the student lives.
- **Resident Town** is the town the student has residence in.
- **Fiscal Responsibility** is the provider of the student's education costs.

Enrollment History Tab

The **Enrollment History** tab shows all of the enrollments for a student at the district, including enrollments in schools other than the one in focus. Hovering over a field shows when the Enrollment record was added, and which user last updated it.



The Enrollment History detail screen that opens when clicking an entry in the Enrollment History grid should not be used for data entry. No validation occurs when entering data in this way.

Line	School Year	Enter Date	Enter Code	Leave Date	Leave Code	Grade	School	ADA/ADM	Summer Withdrawal Code	Summer Withdrawal Date
1	2016-2017	08/15/2016	0041			09	Hope High School			

Record added 07/01/2017 by User, Admin
Record last changed 07/06/2017 by User, Test2

Student Screen, Enrollment History Tab

Enrolling Students

When enrolling a student in a school, the method depends on the previous enrollment of the student. There are three different methods to create a new enrollment:

1. If the student is new to the district or previously enrolled in the same school for the current school year, use [Adding Students](#). This process uses the Student Add screen.
2. If the student was previously enrolled at another school in the district or previously enrolled in the same school for a previous year, use [Transferring Students or Re-enrolling Students](#).
3. If the student requires concurrent enrollment in two schools within a district, use [Transferring Students or Re-enrolling Students](#) with the Focus set to the secondary school. For example, if a student in School A wishes to concurrently enroll in School B, set School B as the Focus.



Changes to student enrollments can be restricted to certain times of the day, to certain days of the week, or disabled altogether.

Certain features described below may or may not be available on your screen, or there might be features not described based upon school district selected options and customizations.

Adding Students

Before adding a new student, there is a prompt to check the list of students already entered in Synergy DOE, to prevent duplicate records from being entered for a student.

1. Navigate to **Synergy SIS > Student > Student**.
2. Confirm the current focus is set to the school and year in which the student is enrolling.
3. Click **Add**. The Student Find screen opens.
4. Enter partial or complete data on any Search Criteria field. It is important to try to enter data that is unique to that student, such as their **Birth Date**.
5. Click **Find**. Search Results displays a list of records matching criteria entered.



Names highlighted in yellow indicate a student that, at some point, was enrolled in your district. Do not create a new student record for this student. Instead, use the transfer student procedure.

6. Click **Add New** at the top of the Student Find screen to add a new record if the student does not exist. The Student Add screen opens in a new window.



After entering mandatory information, you can click **Save** to close the window and enter additional student data at another time.

Student Find

<< Previous Next >> Find Close Transfer **Add New**

Student Search

Search Criteria

Last Name First Name Middle Name Birth Date State Student ID

Aaron 02/12/2002

Students

Line	Status	Student Name	Gender	Birth Date	Perm ID	Current/Previous Enrollment					
						School	School Year	Grade	Graduated	Leave Code	Leave D.
1		Aaron, Harold N.	Male	05/16/2001	968257	King High School	2016-2017	10			
2		Aaron, Ian	Male	02/16/2007	129442	Grant Elementary	2016-2017	04			
3		Aaron, Susan	Female	03/10/2011	41	Adams Elementary	2016-2017	K			
4	I	Aaron, Theresa	Female	12/17/2009	126855	Adams Elementary	2016-2017	01		1	09/19/201
5		Abarca Salazar, Carol D.	Female	10/29/2011	163051	Jefferson Elementary	2016-2017	K			
6		Abbott, Andrew E.	Male	12/11/2002	124013	Eisenhower Middle School	2016-2017	08			

Student Find Screen

7. Enter the **Last Name** and **First Name** for the student.
8. Enter the student's **State Student ID** (SSID) if enrolling a student previously enrolled in the same school for the current school year. If the student has never been enrolled in a Maine school before and needs an SSID, leave this field blank.



Synergy DOE can automatically generate new SSIDs for PR, PK, and KG students using the State Student File. You can also use the report to locate SSIDs for students previously enrolled in a Maine school. For more information, see [State Student ID File](#).

9. Select the **Grade** for the student to enroll in.

10. Select the **Gender** of the student.
11. Select the **Home Language** for the student.
12. Enter the student's **Birth Date**.
13. Select if the student is a **Refugee** or **Immigrant**.
14. Enter the **US Entry Date** and **US School Entry Date**, if necessary.
15. Select if the student is **Hispanic/Latino**.
16. Select the student's **Ethnic Code**.

The screenshot shows the 'Student Add' form with the following sections:

- Demographics:** Includes fields for Last Name, First Name, Middle Name, Suffix, State Student ID, and Grade.
- Student Information:** Includes fields for Gender, Home Language, Alias, Birth Date, and checkboxes for Refugee and Immigrant. It also has date pickers for US Entry Date and US School Entry Date.
- Race and Ethnicity:** Includes a dropdown for Hispanic/Latino, a field for Resolved Race/Ethnicity, and a section for Ethnic Code with checkboxes for Asian, American Indian or Alaska Native, Black or African American, Native Hawaiian or Other Pacific Islander, and White.

Student Add Screen

17. Enter the student's **Home Address** and **Mail Address**, if necessary. Do not enter a PO Box.
18. Enter the student's contact phone number, if necessary.
 - a. Click **Add** in the Phone Numbers grid. A new row appears.
 - b. Select **Primary** to indicate which number is primary if entering more than one number.
 - c. Select the **Type**.
 - d. Enter the **Phone** number.
 - e. Select **Contact** if the number is a contact number for the parent.
 - f. Select **Not Listed** if the number should be secure.
19. Enter the student's **Social Security Number**, if necessary.

20. Enter the student's **EL Start Date**, if necessary.

The screenshot shows the 'Student Add' form with four main sections:

- Home Address:** Includes fields for Address (highlighted in green), Effective Date (calendar icon), City, State (dropdown), ZIP Code 5, ZIP Code 4, and Grid Code. A checkbox 'Mail same as Home Address' is checked.
- Mail Address:** Includes fields for Address, City, State (dropdown), Mail ZIP Code 5, and ZIP Code 4.
- Phone Numbers:** A table with columns: Line, Primary (dropdown), Type (dropdown), Phone (dropdown), Extension (dropdown), Contact (dropdown), and Not Listed (dropdown). An '+ Add' button is in the top right.
- Additional Information:** Includes fields for Social Security Number and EL Start Date (calendar icon).

Student Add Screen

21. Select the **Enrollment** tab.
22. Modify the **Enter Date** for the student if different than the current date.
23. Select the **Start Status** for the student.
24. Select if the student is part of a **Military Family**, if necessary.

The screenshot shows the 'Student Add' form with the 'Enrollment' tab selected (highlighted in red). The form includes:

- Buttons: 'Save' (green) and 'Close' (grey).
- Tabs: 'Demographics', 'Parent/Guardian', and 'Enrollment' (selected).
- Fields: Last Name (Aaron), First Name (highlighted in green), Middle Name, Suffix (dropdown), State Student ID, and Grade (09 dropdown).
- Enrollment Information:**
 - Enter Date: 07/11/2017 (calendar icon)
 - Start Status: (highlighted in green dropdown)
 - Exit Date: (calendar icon)
 - Exit Type Code: (dropdown)
 - Enrollment Type: (dropdown)
 - Days Enrolled: (text input)
 - Days Present: (text input)
 - Days Excused Absences: (text input)
 - Military Family: (dropdown)

Student Add Screen, Enrollment Tab

25. Select the **FTE Code** for the student. This indicates the percentage of time the student spends at school when coordinating with homeschooling.
26. Select the **Resident SAU**. This is the district of residence associated with the student's home address.
27. Select the **Resident Town**. This is the town associated with the student's home address.
28. Select the **Fiscal Responsibility** for the student.

29. Select any additional enrollment attributes.

Enrollment Activity

Last Activity Date: Effective Date:

Grade: FTE Code:

Resident SAU: Resident Town:

☐ Alternative Education Student
 ☐ Gifted Talented Academic

☐ Immigrant
 ☐ Gifted Talented Artistic

☐ Refugee
 ☐ Bilingual Services

☐ Homeless Unaccompanied Youth
 ☐ Sheltered English

☐ Homeless Night Time Residence
 ☐ Heritage Language Services

☐ Home Schooled
 ☐ Section 504 Plan

☐ Title 1A Math
 ☐ Title 1A ELA

Student Add Screen, Enrollment Tab

- **Alternative Education Student** – Student participates in an Alternative Education program
- **Homeless Unaccompanied Youth** – Student is not in the physical custody of a parent or guardian. Includes runaways, students kicked out of their homes, or students abandoned by parents.



Select a **Homeless Night Time Residence** if selecting this option.

- **Gifted Talented Academic** – Student participates in an Intellectual/Academic based Gifted and Talented program
- **Gifted Talented Artistic** – Student participates in an Artistic based Gifted and Talented program
- **Bilingual Services** – Student receives instruction via an education program that uses more than one language as the instruction medium
- **Sheltered English** – Student receives instruction via approach that uses simplified English to teach ESL and subject area content at the same time
- **Heritage Language Services** – Student receives instruction in the student's primary native language
- **Home Schooled** – Student is home-schooled and attending local school districts part-time or only for Special Education services



Select an **FTE Code** if selecting this option.

- **Section 504 Plan** – Student participates in a Chapter 504 program
- **Title 1A Math/ELA** – Student is considered at-risk and eligible for Title IA services by virtue of status

30. Click **Save**.

7. Update the information as needed on the **Demographics** and **Parent/Guardian** tabs.
8. Click on the **Enrollment** tab and enter the details of the new enrollment.
 - If the student is transferring across school years, select the **Grade** level.
 - If you are re-enrolling a no-show student, enter the **Enter Date** and select the appropriate **Start Status**.
 - Select the **FTE Code**.
 - Select the **Resident SAU** and **Resident Town**.

Student Add

✓ Save ✕ Close

Demographics Parent/Guardian **Enrollment**

Last Name First Name Middle Name Suffix State Student ID Grade

Aar Yusra Ali Mohamed 130175206

Enrollment Information

Enter Date Start Status Exit Date Exit Type Code Enrollment Type

07/11/2017 10/11/2016

Days Enrolled Days Present Days Excused Absences

US Entry Date US School Entry Date

10/11/2016

Military Family

Enrollment Activity

Last Activity Date Effective Date

Grade FTE Code

Resident SAU Resident Town

353

☐ Alternative Education Student
☐ Immigrant
☐ Refugee
☐ Homeless Unaccompanied Youth
☐ Homeless Night Time Residence

☐ Gifted Talented Academic
☐ Gifted Talented Artistic
☐ Bilingual Services
☐ Sheltered English
☐ Heritage Language Services
☐ Home Schooled
☐ Section 504 Plan
☐ Title 1A Math
☐ Title 1A ELA

Student Add Screen

9. Click **Save** to complete the transfer or re-enrollment.

Linking Parents to Students

Associating Existing Parent Records to Students

1. Navigate to **Synergy SIS > Student > Student**.
2. Locate the student to modify.
3. Select the **Parent/Guardian** tab.
4. Click **Add**. A new row appears.

The screenshot shows the 'Student' form for 'Aaron, Ian' at 'Hope High School'. The 'Parents and Guardians' section is expanded, showing a table with columns: Line, Lives With, Relation, Parent Name, Type, and Phone. A red box highlights the '+ Add' button in the top right corner of this section.

Parent Find Screen

5. Select **Lives With** if the student lives with the parent.
6. Select the **Relation**.
7. Click the link for **Parent Name**. The Find: Parent screen opens.
8. Find and select the parent to add.
9. Click **Save**.

Adding New Parent Records

1. Navigate to **Synergy SIS > Student > Student**.
2. Locate the student to modify.
3. Select the **Parent/Guardian** tab.
4. Click **Add**. A new row appears.

This screenshot is identical to the one above, showing the 'Student' form for 'Aaron, Ian' at 'Hope High School'. The 'Parents and Guardians' section is expanded, and the '+ Add' button is highlighted with a red box.

Parent Find Screen

5. Select **Lives With** if the student lives with the parent.
6. Select the **Relation**.
7. Click the link for **Parent Name**. The Find: Parent screen opens.

8. Find and search for a parent. If no parent exists, click **Add New Parent**.

Find: Parent
 Student Name: **Aaron, Ian**
 Find Close Select **+ Add New Parent** - Clear Selection
 Search Results
 Find Criteria
 Last Name First Name Middle Name Phone

Student Add Screen Parent/Guardian Tab

9. Enter the parent's **Last Name** and **First Name**.
 10. Enter the parent's Middle Name and Suffix, if necessary.
 11. Select the parent's Race and Ethnicity information.

Parent
 Student Name: **Aaron, Ian**
 Save Close
 Demographics
 Last Name First Name Middle Name Suffix
 Parent Info
 Race and Ethnicity
 Hispanic/Latino Resolved Race/Ethnicity
 Race ☐ ☒
☐ Asian ☐ American Indian or Alaska Native ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander ☐ White
 Home Address Mail Address Work Address
 Phone Numbers + Add ...

Parent (Add) Screen

12. Enter the parent's home, mailing, and work addresses. Use **Mail Same as Home Address** to copy the information.
 13. Enter the parent's contact phone number.
 a. Click **Add** in the Phone Numbers grid. A new row appears.
 b. Select **Primary** to indicate which number is primary if entering more than one number.
 c. Select the **Type**.
 d. Enter the **Phone** number.
 e. Select **Contact** if the number is a contact number for the parent.

- f. Select **Not Listed** if the number should be secure.

The screenshot shows the 'Parent (Add) Screen' with three address sections: Home Address, Mail Address, and Work Address. Each section has fields for Address, City, State, Zip Code, and a '+4' field. Below these is a 'Phone Numbers' section with a table. The table has columns: Line, Primary, Type, Phone, Extension, Contact, and Not Listed. The first row shows Line 1, Primary checked, Type Cell, Phone 623-555-1212, Extension empty, Contact checked, and Not Listed empty. A red box highlights the '+ Add' button in the top right of the Phone Numbers section.

Parent (Add) Screen

14. Click **Save**.



You can also add parent data on the [Synergy SIS > Parent > Parent](#) screen.

Withdrawing Students



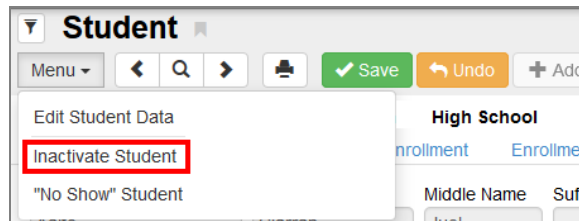
Always check the System Filter Icon to ensure there are no filters before doing enrollment transactions.

1. Navigate to [Synergy SIS > Student > Student](#) to withdraw a student who has attended the school.
2. Confirm the current focus is set to the school and year in which the student is enrolled.
3. Locate the student to withdraw. You can only withdraw active students. An active student's name displays without parentheses surrounding their name.

The screenshot shows the 'Student' screen. At the top, it says 'Student Name: Aaron, Ian' and 'School: Hope High School'. Below this are tabs for Demographics, Parent/Guardian, Enrollment, and Enrollment History. The 'Enrollment' tab is selected. Below the tabs are fields for Last Name (Aaron), First Name (Ian), Middle Name, Suffix, State Student ID (12345), Grade (09), and Gender (Male).

Student Screen

4. Select *Inactivate Student* from the **Menu**. The Inactivate Student screen opens in a separate window.



Student Screen Menu



If *Inactivate Student* is greyed out, the student might be concurrently enrolled. If the student is concurrently enrolled, you cannot inactivate the student from their resident school without first inactivating them from their concurrent school.

5. Select the **Leave Code**.
6. Enter the **Leave Date**.

Inactivate Student Screen

7. Click **Inactivate** to inactivate the student or click **Cancel** to cancel the operation and close the screen.

After clicking **Inactivate**, the student is withdrawn and marked as Inactive as noted by parentheses around the student's name.

Student Screen

Chapter 4: Attendance

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Viewing Student Truancy Records



The **Enrollment** tab of the Student screen contains the attendance and absence information for individual students. For more information, see [Viewing Student Records](#).

The Student Truancy Summary screen allows you to add, track, modify or delete a student's truancy information for the current school year. You can add multiple truancy records for a student and view historical truancy records.

Navigate to **Synergy SIS > Attendance > Truancy > Student Truancy Summary** to view this screen.

The main **Truancy** tab documents each truancy incident for the student. Each incident includes the following information: **Truancy Type**, **Start Date**, **End Date**, **End Status**, **End Comment**, **Attending School**, **Truancy Note**, **Truancy Details**, **Pause Reason** and **Pause Note**. You can also use the **Pause/Resume** option to pause a truancy incident temporarily or permanently.

Line	Truancy Type	Start Date	End Date	End Status	End Comment	Attending School	Truancy Note	Truancy Details	Pause/Resume	Pause Reason	Pause Note
1	10 Full Days Completed Grade 6	06/06/2017				Hope High School		Open Details	Pause/Resume		

Student Truancy Summary Screen

Student Truancy Detail

The Student Truancy Detail Screen opens from the Truancy grid and provides functionality to document the Maine Statute steps taken by the School Administrative Unit (SAU) to resolve a truancy incident. The Student Truancy Details screen also includes a Pause History grid that allows you to review or delete the **Pause Date**, **Pause Reason**, and/or **Pause Note**.

This screen contains six state required steps and one optional step:

1. Notify Superintendent of Truant Student
2. Intervention Plan
3. Official Parent Notification
4. Official Parent Meeting
5. Referral to Local Law Enforcement
6. Superintendent Notifies School Board

7. Optional - Additional Intervention

Student Truancy Details

Menu [Print] [Save] [Undo]

Student Name: **Aaron, Ian** State Student ID: **12345** Truancy Type: **10 Full Days Completed Grade 6** End Date:
Start Date: **06/06/2017**

Details

Truancy Note

Step 1 - Notify Superintendent of Truant Student

☐ Notify Superintendent Notify Superintendent Date [Calendar] Notify Superintendent Note

Step 2 - Intervention Plan

☐ Intervention Plan Intervention Plan Date [Calendar] Intervention Plan Note

Step 3 - Official Parent Notification

☐ Parent Notification Parent Notification Date [Calendar] Parent Notification Note

Student Truancy Details Screen

Viewing Truancy History

The **History** Tab displays read-only historical truancy information. You can view Truancy Details by clicking **Open Details**.

Student Truancy Summary

Menu [Back] [Search] [Forward] [Print] [Save] [Undo]

Student Name: **Aaron, Ian**

Truancy **History**

Last Name First Name Middle Name Suffix State Student ID Grade Gender
Aaron Ian [] [] 12345 09 Male

Truancy

Line	Truancy Type	Start Date	End Date	End Status	End Comment	Attending School	Truancy Note	Truancy Details
1	10 Full Days Completed Grade 6	06/06/2017				Hope High School		Open Details

Student Truancy Summary Screen, History Tab

Adding Truancy Records

1. Navigate to **Synergy SIS > Attendance > Truancy > Student Truancy Summary**.
2. Locate the student to modify.

3. Click **Add**. A new row appears.

The screenshot shows the 'Student Truancy Summary' window for student Aaron, Ian. The student's information is filled out: Last Name (Aaron), First Name (Ian), Middle Name (blank), Suffix (blank), State Student ID (12345), Grade (09), and Gender (Male). Below this is a table with columns: Line, Truancy Type, Start Date, End Date, End Status, End Comment, Attending School, Truancy Note, Truancy Details, Pause/Resume, Pause Reason, and Pause Note. An '+ Add' button is highlighted in red in the top right corner of the table.

Student Truancy Summary Screen

4. Select the **Truancy Type**.
5. Enter the **Start Date**.



The **Attending School** populates automatically.

6. Click **Save**.

The screenshot shows the same 'Student Truancy Summary' window, but now the table contains one row. The row has Line 1, Truancy Type '10 Full Days Completed Grade 6', Start Date '06/06/2017', and Attending School 'Hope High School'. The 'Open Details' link is visible in the 'Truancy Details' column.

Student Truancy Summary Screen

Adding Student Truancy Details



You must complete each individual step of the truancy details process before the next step becomes available. For instance, you must complete Step 1, then click **Save**, before you can complete Step 2. This is to ensure the steps are completed in order according to the Maine Statute. You can complete the optional **Additional Intervention** step at any time in the process.

1. Click **Open Details**. The Student Truancy Details window opens.

The screenshot shows the 'Student Truancy Summary' window with the same row as before. The 'Open Details' link in the 'Truancy Details' column is highlighted with a red box.

Student Truancy Summary Screen

2. Enter a **Truancy Note** for the incident.

3. Complete Step 1 - Notify Superintendent of Truant Student.
 - a. Select **Notify Superintendent**.
 - b. Enter the **Notify Superintendent Date**.
 - c. Enter the **Notify Superintendent Note** to describe the interaction.

The screenshot shows the 'Student Truancy Details' window. At the top, there's a 'Menu' dropdown and buttons for 'Save' and 'Undo'. Below this, student information is displayed: 'Student Name: Aaron, Ian', 'State Student ID: 12345', 'Truancy Type: 10 Full Days Completed Grade 6', and 'End Date:'. The 'Start Date' is '06/06/2017'. A 'Details' tab is selected. Under 'Truancy Note', the text 'Student absent as of 6/6/17.' is entered. The 'Step 1 - Notify Superintendent of Truant Student' section is expanded, showing a checked 'Notify Superintendent' checkbox, a date field for '06/19/2017', and a text area for the note 'Notified at 9:30AM via email.'

Student Truancy Details Screen

- d. Click **Save**.
4. Complete Step 2 - Intervention Plan.
 - a. Select **Intervention Plan**.
 - b. Enter the **Intervention Plan Date**.
 - c. Enter the **Intervention Plan Note** to describe the steps taken.

The screenshot shows the 'Step 2 - Intervention Plan' section of the 'Student Truancy Details' window. It features a checked 'Intervention Plan' checkbox, a date field for '06/20/2017', and a text area for the note 'Plan written with counselor input.'

Student Truancy Details Screen

- d. Click **Save**.
5. Complete Step 3 - Official Parent Notification.
 - a. Select **Parent Notification**.
 - b. Enter the **Parent Notification Date**.
 - c. Enter the **Parent Notification Note** to describe the interaction.

The screenshot shows the 'Step 3 - Official Parent Notification' section of the 'Student Truancy Details' window. It features a checked 'Parent Notification' checkbox, a date field for '06/20/2017', and a text area for the note 'Notified mother at 10:15AM via phone.'

Student Truancy Details Screen

- d. Click **Save**.
6. Complete Step 4 - Superintendent Notifies School Board.

- a. Select **Notify Board**.
- b. Enter the **Notify Board Date**.
- c. Enter the **Notify Board Note** to describe the interaction.

The screenshot shows a form titled "Step 4 - Superintendent Notifies School Board". It contains three fields: a checkbox labeled "Notify Board" which is checked, a date field labeled "Notify Board Date" with the value "06/22/2017" and a calendar icon, and a text area labeled "Notify Board Note" which is currently empty.

Student Truancy Details Screen

- d. Click **Save**.
7. Complete Step 5 - Official Parent Meeting.
 - a. Select **Parent Meeting**.
 - b. Enter the **Parent Meeting Date**.
 - c. Enter the **Parent Meeting Note** to describe the interaction.

The screenshot shows a form titled "Step 5 - Official Parent Meeting". It contains three fields: a checkbox labeled "Parent Meeting" which is checked, a date field labeled "Parent Meeting Date" with the value "06/26/2017" and a calendar icon, and a text area labeled "Parent Meeting Note" with the text "Discussed intervention plan."

Student Truancy Details Screen

- d. Click **Save**.
8. Complete Step 6 - Referral to Local Law Enforcement.
 - a. Select **Referral**.
 - b. Enter the **Referral Date**.
 - c. Enter the **Referral Note** to describe the interaction.

The screenshot shows a form titled "Step 6 - Referral to Local Law Enforcement". It contains three fields: a checkbox labeled "Referral" which is checked, a date field labeled "Referral Date" with the value "06/27/2017" and a calendar icon, and a text area labeled "Referral Note" which is currently empty.

Student Truancy Details Screen

- d. Click **Save**.
9. Complete the Optional - Additional Intervention step, if necessary.

The screenshot shows a form titled "Optional - Additional Intervention". It contains three fields: a checkbox labeled "Additional Intervention" which is checked, a date field labeled "Additional Intervention Date" with the value "06/23/2017" and a calendar icon, and a text area labeled "Additional Intervention Note" with the text "Revised intervention plan."

Student Truancy Details Screen

10. Click **Save**.

Pausing Truancy Records

The Pause/Resume button allows you to pause the truancy process for various reasons, such as if the student resumes attendance. You can resume the truancy process if the student becomes truant again. The truancy incident resumes from the next step in the truancy process.



One or more of the six resolution steps must be documented in the Truancy grid before you can pause the process.

1. Locate the record to pause.
2. Select the **Pause Reason**.
3. Enter a **Pause Note**, if necessary.
4. Click **Pause/Resume**. The screen refreshes.

Student Truancy Summary

Menu

Student Name: Aaron, Ian

Truancy [History](#)

Last Name: Aaron First Name: Ian Middle Name: Suffix: State Student ID: 12345 Grade: 09 Gender: Male

Truancy

×	Line	Truancy Type	Start Date	End Date	End Status	End Comment	Attending School	Truancy Note	Truancy Details	Pause/Resume	Pause Reason	Pause Note
	1	10 Full Days Completed Grade 6	06/06/2017				Hope High School		Open Details	Pause/Resume	Meeting Rescheduled	

Student Truancy Summary Screen

5. Click **Pause/Resume** again to resume the process.

View the Pause History in the Student Truancy Details screen. You can remove pause records by clicking **X**.

Pause History

×	Line	Pause Date	Pause Reason	Pause Note
	1	07/10/2017	Meeting Rescheduled	

Student Truancy Details Screen

Chapter 5: Course History

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Course History Overview

The Course History module provides information on student academic progress in proficiencies and CTE programs.

The module contains the following screens:

- Proficiency Based Education
- Student CTE

Proficiency Based Education

The Proficiency Based Education screen provides a detailed look at a student's academic history and proficiencies.

The screenshot shows the 'Proficiency Based Education' screen. At the top, there's a title bar with a menu, navigation arrows, a search icon, a save icon, and an undo icon. Below this, the student's name 'Aaron, Ian' and school 'Hope High School' are displayed. A 'Proficiencies' tab is active. Below the tab, there are input fields for 'Last Name' (Aaron), 'First Name' (Ian), 'Middle Name' (empty), 'Suffix' (empty), 'State Student ID' (12345), 'Grade' (09), and 'Gender' (Male). Below these fields is a section titled 'Student Proficiencies' with a '+ Add' button and a table. The table has columns: 'Line', 'Proficiency Area', 'School Year', and 'School Name'. It contains four rows of data:

Line	Proficiency Area	School Year	School Name
1	English Language Arts	2016-2017	Hope High School
2	Career and Education Development	2016-2017	Hope High School
3	Social Studies	2016-2017	Hope High School
4	A Self-Directed and Lifelong Learner	2016-2017	Hope High School

Proficiency Based Education Screen

Adding Student Proficiency Records

1. Navigate to **Synergy SIS > Course History > Proficiency Based Education**.
2. Locate the student to modify.
3. Click **Add**. A new row appears.

This screenshot is identical to the previous one, but the '+ Add' button in the 'Student Proficiencies' section is highlighted with a red box, indicating where to click to add a new record.

Proficiency Based Education

4. Select the **Proficiency Area**.



The grid automatically populates the school year and school name based on your current focus.

5. Click **Save**.

Proficiency Based Education

Menu ◀ 🔍 ▶ 🖨 ✓ Save ↶ Undo

Student Name: **Aaron, Ian** School: **Hope High School**

Proficiencies

Last Name: First Name: Middle Name: Suffix: State Student ID: Grade: Gender:

Student Proficiencies + Add ...

✕	Line	Proficiency Area	School Year	School Name
📄	1	Mathematics	2016-2017	Bangor High School

Proficiency Based Education

Student CTE

The Student CTE screen displays a student's progress in Career and Technical Education (CTE) programs.

Student CTE

Menu ◀ 🔍 ▶ 🖨 ✓ Save ↶ Undo

Student Name: **Aaron, Ian** School: **Hope High School**

Current CTE CTE History

Last Name: First Name: Middle Name: Suffix: State Student ID: Grade: Gender:

CTE Programs + Add ...

✕	Line	Title	Code	CTE Program Details
📄	1	Agriculture, General	01.0000	Open Details

Student CTE Screen

The CTE Program Details contains the **Start Date**, **End Date**, and **Exit Status** for a program, as well as CTE Attributes, Early College Data, and Credit Bearing Data.

Student CTE Program Detail

Menu [Print] [Save] [Undo]

Student Name: **Aaron, Ian**
CTE Program Title: **Agriculture, General** CTE Program Code: **01.0000**

Details

Start Date [Calendar] End Date [Calendar] Exit Status [Dropdown]

CTE Attributes

- ☐ Displaced Homemaker
- ☐ Single Parent

Early College Data

- ☐ Early College LD 1412

Credit Bearing Data [Add] [...]

Line	Institution Name

Industry Recognized Assessment/Credential [...]

Line	

Student CTE Program Detail Screen

Adding Student CTE Records

1. Navigate to **Synergy SIS > Course History > Student CTE**.
2. Locate the student to modify.
3. Click **Add**. The Student CTE Program Add screen appears.

Student CTE

Menu [Back] [Search] [Forward] [Print] [Save] [Undo]

Student Name: **Aaron, Ian** School: **Hope High School**

Current CTE **CTE History**

Last Name: **Aaron** First Name: **Ian** Middle Name: [Empty] Suffix: [Dropdown] State Student ID: **12345** Grade: **09** Gender: **Male**

CTE Programs [Add] [...]

Line	Title	Code	CTE Program Details
1	Agriculture, General	01.0000	Open Details

Student CTE Screen

4. Click the link for **CTE Program Title**. The Find: CTE Program screen appears.

Student CTE Program Add Screen

5. Find and select the CTE Program to add.
 6. Click **Select**. The screen closes.

Line	Title	Code	Tech Prep
1	Accounting Technology/Technician & Bookkeeping	52.0302	<input type="checkbox"/>
2	Administrative Assistant & Secretarial Science, Ge	52.0401	<input type="checkbox"/>
3	Agricultural Mechanics & Equipment/Machine Technol	01.0205	<input type="checkbox"/>
4	Agriculture, General	01.0000	<input type="checkbox"/>
5	Applied Horticulture/Horticulture Operations, Gene	01.0601	<input type="checkbox"/>
6	Architectural Drafting & Architectural CAD/CADD	15.1303	<input type="checkbox"/>

Find: CTE Program Screen

7. Enter the **Start Date** and **End Date**, if applicable.



The **CTE Program Code** field automatically populates based on the program choice, and cannot be modified.

8. Select the **Exit Status**.
 9. Select the CTE Attributes, if applicable.
 10. Select **Early College LD 1412**, if applicable.
 11. Enter any Credit Bearing Data.
 a. Click **Add** on the Credit Bearing Data grid. A new row appears.
 b. Select the **Institution Name**.



The Industry Recognized Assessment/Credential grid is not active.

12. Click **Save**.

Student CTE Program Add

Student Name: **Aaron, Ian**

CTE Program

CTE Program Title: Cinematography & Film/Video Production

Start Date: End Date:

CTE Program Code: 50.0602

Exit Status:

CTE Attributes

☐ Displaced Homemaker

☐ Single Parent

Early College Data

☐ Early College LD 1412

Credit Bearing Data

Line	Institution Name
1	Institution 1

Industry Recognized Assessment/Credential

Line	Assessment/Credential	Taken	Pass
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Student CTE Program Add

Viewing CTE History

You can view historical CTE records for a student by clicking the **CTE History** tab. View details by clicking the **Open Details** link.

Student CTE

Menu

Student Name: **Aaron, Ian** School: **Hope High School**

[Current CTE](#) **CTE History**

Last Name: Aaron First Name: Ian Middle Name: Suffix: State Student ID: 12345 Grade: 09 Gender: Male

CTE Programs

Line	School Name	School Year	Title	Code	CTE Program Details
1	Bangor High School	2016-2017	Agriculture, General	01.0000	Open Details

Student CTE Screen, CTE History Tab

Chapter 6: Discipline

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Viewing Student Discipline Records

The top section of the Student Discipline screen shows student demographic information. The Counts and Totals section displays the student's Resolved Race/Ethnicity, Instructional Setting, and the total disciplinary incidents and actions involving the student. The Discipline Incidents section lists discipline records by date and shows the time of the incident and the **Description**. View the details of an incident by selecting a record and clicking **Show Detail** or double-clicking on the line number for a record.

Student Discipline

Menu | Save | Undo

Student Name: **Aaron, Ian** School: **Hope High School**

Discipline | Discipline History

Last Name: Aaron First Name: Ian Middle Name: Suffix: State Student ID: 12345 Grade: 09 Gender: Male

Counts and Totals

Resolved Race/Ethnicity	Total Incidents	Total Hours	Total Days
White	0	0	0.0

Discipline Incidents + Add + Add Wizard Show Detail

Line	Incident Date	Description	Weapon Type
1	07/07/2017	Alcohol related	

Student Discipline Screen

The disciplinary record detail shows the **Print Discipline Report** option, as well as disposition information and comments on the incident.



You must delete any existing disposition records before deleting a discipline incident.

Discipline Incidents + Add + Add Wizard Hide Detail

Line Description: 1 Alcohol related

Description: **Alcohol related**

Print Discipline Report

Print Disciplinary Action Form

Incident Date: 07/07/2017

Days: 1.0

Comment:

Disposition + Add

Line	Disposition	Disposition Date	Disposition End Date	Duration	Days
1	In School Suspensio	07/10/2017	07/10/2017		1.0

Student Discipline Screen, Discipline Incidents Detail

Viewing Discipline History

The **Discipline History** tab shows the demographic information and all records for the student. View the details of an incident by selecting a record and clicking **Show Detail**, or double-clicking on the line number for a record.

Student Discipline

Menu ◯ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo

Student Name: **Aaron, Ian** School: **Hope High School**

[Discipline](#) **Discipline History**

Last Name: First Name: Middle Name: Suffix: State Student ID: Grade: Gender:

Discipline Incidents Show Detail

Line	Incident Date	Description	Weapon Type	School	School Year
1	07/07/2017	Alcohol related		Hope High School	2016-2017

Student Discipline Screen, Discipline History Tab

Adding Discipline Records

You can add discipline records using either the **Add** or **Add Wizard** options.

Discipline Descriptions

The Description field contains the description of the infraction. You can select from the following discipline types.

Description	Definition
Illicit drug related	Student disciplined for illicit drug related incident.
Alcohol related	Student disciplined for alcohol related incident.
Weapons possession	Student disciplined for weapons possession (see following table for Weapon Types)
Violent Incident (with Physical Injury)	Student disciplined for a violent incident that resulted in physical injury to one or more persons, including self.
Violent Incident (without Physical Injury)	Student disciplined for a violent incident without physical injury.
Other reasons for out of school suspensions NOT related to drug use and violence	Other reasons for out of school suspensions related to drug use and violence.

For a Weapons Possession incident, select the **Weapon Type**.

Description	Definition
Handgun	Any firearm which has a short stock and is designed to be held and fired by the use of a single hand.

Description	Definition
Shotgun	A weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shots or a single projectile for each single pull of the trigger.
Rifle	A weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger.
Other Firearm	*Other type of firearm - see the following firearm description note
Multiple Firearms	Multiple firearms were used in the incident
Other weapon	The incident involved a weapon other than those described above.

Quick-Adding a Discipline Record

1. Navigate to **Synergy SIS > Discipline > Student Discipline**.
2. Locate the student to modify.
3. Click **Add**. A new row appears.

The screenshot shows the 'Student Discipline' interface. At the top, there's a header with 'Student Discipline' and navigation icons. Below this is a form for student information: 'Student Name: Aaron, Ian' and 'School: Hope High School'. There are tabs for 'Discipline' and 'Discipline History'. The student details section includes fields for Last Name (Aaron), First Name (Ian), Middle Name, Suffix, State Student ID (12345), Grade (09), and Gender (Male). Below this is a 'Counts and Totals' section with a dropdown for 'Resolved Race/Ethnicity' (White) and input fields for 'Total Incidents' (0), 'Total Hours' (0), and 'Total Days' (0.0). At the bottom is a 'Discipline Incidents' table with columns for Line, Incident Date, Description, and Weapon Type. A red box highlights the '+ Add' button in the top right of the table. The table currently has one row with Line 1, Incident Date 07/07/2017, and Description 'Alcohol related'.

Student Discipline Screen

4. Enter the **Incident Date**.

5. Select the **Description** of the incident.

The screenshot shows the 'Discipline Incidents' interface. At the top, there are buttons for '+ Add', '+ Add Wizard', and 'Show Detail'. Below is a table with columns: Line, Incident Date, Description, and Weapon Type. Row 1 has Line 1, Incident Date 07/07/2017, and Description 'Alcohol related'. Row 2 has Line 2, Incident Date 07/12/2017, and a dropdown menu is open for the Description column. The dropdown menu lists the following options: 'Alcohol related', 'Illicit drug related', 'Other reasons for OSS NOT Drug or Violence Related', 'Violent Incident (with Physical Injury)', 'Violent Incident (without Physical Injury)', and 'Weapons possession'.

Student Discipline Screen

6. Click **Save**.

7. Select the row and click **Show Detail** or double-click the line number.

8. Enter any **Comments** on the incident.

The screenshot shows the 'Discipline Incidents' interface with the details for the first incident. The 'Description' is 'Alcohol related'. There are buttons for '+ Add', '+ Add Wizard', and 'Hide Detail'. Below the description, there are links for 'Print Discipline Report' and 'Print Disciplinary Action Form'. The 'Incident Date' is 07/07/2017. The 'Days' field is set to 1.0. There is a 'Comment' text area. Below the comment, there is a 'Disposition' section with a table. The table has columns: Line, Disposition, Disposition Date, Disposition End Date, Duration, and Days. The table contains one row with Line 1, Disposition 'In School Suspension', Disposition Date 07/10/2017, Disposition End Date 07/10/2017, Duration, and Days 1.0.

Student Discipline Screen, Discipline Incidents Detail

9. Click **Save**.

Adding a Discipline Record with Add Wizard

1. Click **Add Wizard**. The Student DisciplineDetail Add screen displays.

Student Discipline

Student Name: **Aaron, Ian** School: **Hope High School**

Discipline | Discipline History

Last Name: **Aaron** First Name: **Ian** Middle Name: Suffix: State Student ID: **12345** Grade: **09** Gender: **Male**

Counts and Totals

Resolved Race/Ethnicity: **White** Total Incidents: **0** Total Hours: **0** Total Days: **0.0**

Discipline Incidents + Add **+ Add Wizard** Show Detail ...

Line	Incident Date	Description	Weapon Type
1	07/07/2017	Alcohol related	

Student Discipline Screen

2. Select the **Description**.
3. Enter the **Incident Date**.
4. Enter the **Comment** if needed.
5. Click **Save**.

Student Discipline Detail Add

Student Name: **Aaron, Ian**

Save Close

Description: Incident Date: **07/12/2017**

Comment:

Disposition + Add

Line	Disposition	Disposition Date	Disposition End Date	Duration	Days
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Student Discipline Detail Add Screen

Adding Disposition Records

Disposition records detail the result or punishment for the student that resulted from the discipline incident.

Disposition Descriptions

The following disposition or resolution types are available. You can only use certain types with specific discipline violations.

Description	Definition
Out of School Suspensions	Out of School Suspensions/Expulsions - removal from regular school for disciplinary purposes temporarily, for the remainder of the school year, or longer according to LEA policy.
In School Suspensions	In School Suspensions - temporary removal from regular classroom(s) for disciplinary purposes but still under supervision of school personnel.
Removal to an interim alternative educational setting by School Personnel	Unilateral removal to an interim alternative educational setting by School Personnel for drugs, weapons, or serious bodily injury
Removal to an interim alternative educational setting by a Hearing Officer	Removed to an interim alternative educational setting based on a Hearing Officer finding that there is substantial likelihood of injury to the child or others
Expulsion with services	Expulsion with services is a consequence of a non-weapons incident for the student(s) involved in an incident as perpetrator(s). -
Expulsion without services	Expulsion without services is a consequence of a non-weapons incident for the student(s) involved in an incident as perpetrator(s).

The following resolution types are for Weapons Possession incidents only.

Description	Definition
Expulsion modified to less than one year with educational services under IDEA Requires total duration (hours or days) to be entered.	Expulsion modified to less than one year with educational services under IDEA was the methods used to discipline student(s) who are children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.
One year expulsion with educational services under IDEA	One year expulsion with educational services under IDEA was the methods used to discipline student(s) who are children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.
One year expulsion and no educational services	One year expulsion and no educational services is the method used to discipline the student(s) who are not children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.

Description	Definition
Expulsion modified to less than one year with educational services Requires total duration (hours or days) to be entered.	Expulsion modified to less than one year with educational services is the method used to discipline the student(s) who are not children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.
Expulsion modified to less than one year without educational services Requires total duration (hours or days) to be entered.	Expulsion modified to less than one year without educational services is the method used to discipline the student(s) who are not children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.
One year expulsion and educational services	One year expulsion and educational services is the method used to discipline the student(s) who are not children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.

The following resolution types are optional. You can only use them in conjunction with another disposition.

Description	Definition
Community service	Community service is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Juvenile justice referral	Juvenile justice referral is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Law enforcement referral	Law enforcement referral is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Restitution	Restitution is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Substance abuse counseling mandated	Substance abuse counseling mandated is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Substance abuse treatment mandated	Substance abuse treatment mandated is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Conflict resolution or anger management services mandated	Conflict resolution or anger management services mandated is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Counseling mandated	Counseling mandated is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).

Adding Disposition Records to Discipline Incidents

1. Select a Discipline Incident and click **Show Detail**.

Student Discipline

Menu | Save | Undo

Student Name: **Aaron, Ian** School: **Hope High School**

Discipline | Discipline History

Last Name: **Aaron** First Name: **Ian** Middle Name: Suffix: State Student ID: **12345** Grade: **09** Gender: **Male**

Counts and Totals

Resolved Race/Ethnicity	Total Incidents	Total Hours	Total Days
White	0	0	0.0

Discipline Incidents | + Add | + Add Wizard | **Show Detail** | ...

Line	Incident Date	Description	Weapon Type
1	07/07/2017	Alcohol related	

Student Discipline Screen

2. Click **Add** on the Disposition grid. A new row appears.

Discipline Incidents | + Add | + Add Wizard | Hide Detail | ...

Line | **Description**

1 | Alcohol related

Description: Alcohol related

Print Discipline Report

[Print Disciplinary Action Form](#)

Incident Date
07/07/2017

Days
1.0

Comment

Disposition | **+ Add**

Line	Disposition	Disposition Date	Disposition End Date	Duration	Days
1	In School Suspensio	07/10/2017	07/10/2017		1.0

Student Discipline Screen, Discipline Incident Detail

3. Select the **Disposition** from the menu.



Disposition types appear based on the violation the student committed.

4. Enter the start and end of the action in the **Disposition Date** and **Disposition End Date** fields.
5. Enter the **Duration** of the action in hours. If the action took place over a day or more, add the number of **Days** also.
6. Click **Save**.

Chapter 7: Student Programs

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Free and Reduced Meals

All students must have a record under Free and Reduced Meals for state reporting purposes.

1. Navigate to **Synergy SIS > Student Programs > Free and Reduced Meals**.
2. Locate the student to modify.
3. Click **Add**. A new row appears.
4. Enter the **Enter Date**.
5. Select the **Frm Code**: *F: Free, FP: FullPrice, or R: Reduced*.
6. Enter the **Exit Date**, if applicable.
7. Click **Save**.

Free and Reduced Meals

Menu ◀ 🔍 ▶ 🖨 ✓ Save ↶ Undo

Student Name: **Aaron, Ian** School: **Hope High School**

FRM

Last Name: First Name: Middle Name: Suffix: State Student ID: Grade: Gender:

Options

Free and Reduced Meals + Add ...

✕	Line	Enter Date	Frm Code	Exit Date
🗑	1	11/15/2016	FP: FullPrice	10/17/2017

Free And Reduced Meals Screen

Special Ed Student Services

The Special Ed Student Services screen documents any special education services in place for a student. You can select multiple services, if required.

Special Ed Student Services

Menu ◀ 🔍 ▶ 🖨 ✓ Save ↶ Undo

Student Name: **Aaron, Ian** School: **Hope High School** Status: **Active** Room Name: **Verbose** Age: **16 yrs 10 mths**

Services

Last Name: First Name: Middle Name: State Student ID: Grade: Birth Date:

Add Need/Services

Need: Add New Need/Service

Services Show Detail ...

Line	Description	Service Code	Enter Date	Exit Date	Exit Reason	Alternate Assessment
1	Autism	Inside regular class 80% or more of the day	08/15/2016			<input type="checkbox"/>

Special Ed Student Services Screen

1. Navigate to **Synergy SIS > Student Programs > Special Ed Student Services**.
2. Locate the student to modify.
3. Select a **Need** to add.

4. Click **Add New Need/Service**. The Spec Ed Service Add window opens.

Special Ed Student Services

Menu ▾ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo

Student Name: **Aaron, Ian** School: **Hope High School** | Status: **Active** Room Name: VerboseAge: **16 yrs 10 mths**

Services

Last Name: **Aaron** First Name: **Ian** Middle Name: State Student ID: **12345** Grade: **09** Birth Date: **08/15/2000** 📅

➕ Add Need/Services

Need: [Add New Need/Service](#)

➕ Services Show Detail ...

Line	Description	Service Code	Enter Date	Exit Date	Exit Reason	Alternate Assessment
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Special Ed Student Services Screen

5. Select the **Service Code**.
6. Enter the **Enter Date**, if different from the current date.
7. Click **Save Service**. The window closes.

Spec Ed Service Add ✕

[Save Service](#) [Close](#)

➕ Add Service

Need: **Autism** ▾

➕ Service

Service Code: **130: Separate special education class** ▾ Enter Date: **07/10/2017** 📅 Exit Date: 📅

Exit Reason: ▾

Spec Ed Service Add Screen

8. Select **Alternate Assessment**, if necessary.
9. Click **Save**.

Exiting Students

You can click **Show Detail** to edit the record to add an **Exit Date** and **Exit Reason** when appropriate.

The screenshot displays the 'Special Ed Student Services' interface. At the top, the title bar includes a menu, navigation icons, and 'Save' and 'Undo' buttons. Below this, student information is shown: Student Name: Aaron, Ian; School: Bangor High School; Status: Active; Room Name: Verbose; Age: 16 yrs 10 mths. A 'Services' tab is selected. The form contains fields for Last Name (Aaron), First Name (Ian), Middle Name, State Student ID (12345), Grade (09), and Birth Date (08/15/2000). Below these is an 'Add Need/Services' section with a dropdown menu and an 'Add New Need/Service' button. The 'Services' section is expanded, showing a table with one entry: Line 1, Description Autism. To the right of this table, the 'Service Code: 130' is displayed, and a 'Detail' button is visible. Below the 'Detail' button, another 'Services' section is shown with a '+ Add' button and a table. This table has columns for Line, Enter Date, Exit Date, and Exit Reason. It contains one row: Line 1, Enter Date 07/14/2016, Exit Date 07/12/2017, and Exit Reason 'Trans: Exited to Regular Education'.

Line	Description
1	Autism

Service Code: 130

Detail

Line	Enter Date	Exit Date	Exit Reason
1	07/14/2016	07/12/2017	Trans: Exited to Regular Education

Special Ed Student Services Screen, Services Detail